

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 15, 2018
Trustees Room Louis Stokes Wing
Preceding 12:00 P.M. Meeting of Board of Library Trustees

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez,
 Mr. Seifullah, Mr. Parker, Ms. Krenicky

Absent: Mr. Hairston, Ms. Washington

In Attendance: Ann Marie Wieland, Library Archivist
 Timothy Diamond, Records Custodian

Ms. Rodriguez called the meeting to order at 12:02 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes of the November 16, 2017 meeting of the Library Records Commission. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Diamond provided a brief overview of the record retention schedule and the assurance that the Library adheres to the Schedule. Mr. Diamond explained that the Record Retention Schedule goes to the Ohio Historical Center for review.

Mr. Corrigan made a motion to confirm that the Library is in full compliance with OHS procedures. Ms. Butts seconded the motion. Hearing no objections, the motion carried.

Mr. Corrigan made a motion to adjourn. Mr. Parker seconded the motion. Ms. Rodriguez adjourned the meeting at 12:10 p.m.