

## Minutes of Records Commission Meeting

November 15, 2022

The Geauga County Public Library Board of Trustees met for the Records Commission Meeting on Tuesday, November 15, 2022, at the Thompson Branch

**Call to Order and Roll Call:** President Jake Yanchar called the meeting to order at 4:00 and the roll call was conducted.

Present: Kristen Brickman, Joshua Hutchinson, Kate Pitrone, Jake Yanchar  
Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Eric Coulbourne, Alicia Evans, Katy Farrell, Rachael Hartman,  
John Johnston, Judy Lasco, Marlene Pelyhes, Michael Pope, Christine Reda

**Approval of Changes to the RC2 Records Retention Schedule:** Exhibit 11/22/RC/A

Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the changes to the Records Retention Schedule Form RC2 as presented.

The motion passed.

Ayes: Brickman, Hutchinson, Pitrone, Yanchar

Nays: None

**Approval of RC1 One-Time Disposal of Records:** Exhibit 11/22/RC/B

Kate Pitrone made a motion, seconded by Josh Hutchinson to approve the One-Time Disposal of Records form RC1 as presented.

The motion passed.

Ayes: Brickman, Hutchinson, Pitrone, Yanchar

Nays: None

**Approval of RC3 Disposal of Records:** Exhibit 11/22/RC/C

Kristen Brickman made a motion, seconded by Kate Pitrone, to approve the Disposal of Records form RC3 as presented.

The motion passed.

Ayes: Brickman, Hutchinson, Pitrone, Yanchar

Nays: None

**Adjourn:**

Josh Hutchinson made a motion, seconded by Kristen Brickman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:02 P.M.

---

Jake Yanchar, President

---

Paul A. Newman, Secretary