

Minutes of Records Commission Meeting
November 21, 2023

The Geauga County Public Library Board of Trustees met for the Records Commission Meeting on Tuesday, November 21, 2023, at the Thompson Branch.

Call to Order and Roll Call: President Kate Pitrone called the meeting to order at 4:00 and the roll call was conducted.

Present: Karen Delano Joshua Hutchinson, Crist Miller, Paul Newman, Kate Pitrone
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant
Director

Also Present: Kevin Barton, Nicole Burnside, Rachael Hartman, Dani Hollar, Judy Lasco, Erika Noark, Marlene Pelyhes, Debbie Schrock

Approval of Agneda

Exhibit 11/23/RC/A

Paul Newman made a motion, seconded by Karen Delano, to approve the agenda as presented in the board packets.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Approval of Changes to the RC2 Records Retention Schedule:

Exhibit 11/23/RC/B

Karen Delano made a motion, seconded by Crist Miller, to approve the changes to the Records Retention Schedule Form RC2 as presented.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Approval of RC3 Disposal of Records:

Exhibit 11/23/RC/C

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the Disposal of Records form RC3 as presented.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Approval of Disposal of Records no RC3 Required:

Exhibit 11/23/RC/C

Karen Delano made a motion, seconded by Paul Newman, to approve the disposal of records as included in the board packet.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

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Nays: None

Adjourn:

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

Kate Pitrone, President

Karen Delano, Secretary