

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 16, 2017
Trustees Room Louis Stokes Wing
Following 12:00 P.M. Meeting of Board of Library Trustees

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

Absent: Mr. Hairston, Mr. Parker, Ms. Washington

In Attendance:

 Ann Marie Wieland, Library Archivist
 Timothy Diamond, Records Custodian

Ms. Rodriguez called the meeting to order at 1:25 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes of the November 17, 2016 meeting of the Library Records Commission. Ms. Butts 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 process for disposing obsolete records.

Review of the Revision

This year's revisions focused on the records held by Financial Services. Many records in paper format have been made redundant or obsolete by the electronic records generated in Munis, the financial software used by the Library. Commission members were given copies of the changes requested. Ms. Krenicky explained the impact of Munis on the record retention practices of her department. Mr. Corrigan moved to approve the changes to the record retention schedule and to deaccession records on the schedule in full compliance with Ohio Historical Society procedures. Ms. Butts seconded the motion. Hearing no objections, the motion carried.

Mr. Seifullah made a motion to adjourn the meeting. Ms. Krenicky seconded the motion. Ms. Rodriguez adjourned the meeting at 1:32 p.m.