

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 21, 2013
Trustees Room Louis Stokes Wing
Following 12:00 P.M. Meeting of Board of Library Trustees

Present: Mr. Corrigan, Mr. Hairston, Mr. Parker, Ms.
Rodriguez, Mr. Seifullah, Mr. Werner, Ms. Krenicky

Absent: Ms. Butts

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

Mr. Corrigan called the meeting to order at 1:25 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes of the November 15, 2012, meeting of the Library Records Commission. Mr. Parker seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Diamond provided an overview of the record retention schedule. Mr. Diamond reminded the Commission members that the Cleveland Public Library is unique in the country in having kept its institutional records in the Archives and that the Library has been in compliance even before the law was enacted.

Review of the Revision

Ms. Wieland explained that the Record Retention Schedule was revised to show the Financial Services changeover to the MUNIS System. The schedule was resubmitted to the Ohio Historical Society and was approved February 4, 2013. OHS indicated on the schedule certain records that need a form submitted to OHS before disposal.

Mr. Corrigan asked about patron privacy. Mr. Diamond answered that patron privacy is covered under the Library's policy on the Privacy and Confidentiality of Library Records.

Mr. Hairston made a motion to confirm full compliance with OHS procedures. Ms. Rodriguez seconded the motion. Hearing no objections, the motion carried.

Mr. Werner made a motion to adjourn. Mr. Parker seconded the motion. Mr. Corrigan adjourned the meeting at 1:45 PM.