

Records Commission Meeting Minutes
January 26, 2021
4:45 p.m.
Remote Conference Meeting

Chairperson Leonard called the meeting to order at 4:45 pm. In attendance were Trustee Blakemore, Trustee Davies, Trustee DePiero, Trustee Leonard, Trustee Shlonsky, Trustee Spangler, Trustee Varley as well as Executive Director Strobel, Deputy Director-Support Services and Fiscal Officer, Scott Morgan, Human Resources Director Monique Good, Deputy Director of Public Services Pam Jankowski and Assistant Finance Director Robert Dolan

Commission Members Present

Present: William J. Leonard; Edward H. Blakemore; Dean E. DePiero; Scott Morgan; Patricia A. Shlonsky; Maria Spangler; Robert W. Varley – 8.

Absent: – 0

Approval of Minutes

Chairperson Leonard requested a motion to approve the minutes from the December 17, 2019, meeting of the Records Commission.

The motion to approve the minutes was made by Trustee Blakemore. The motion was seconded by Trustee Shlonsky and the motion was approved by a unanimous vote of the Commission members present.

Overview of the Role of the Records Commission, and Commission Make-up

Deputy Fiscal Officer Dolan informed the Commission that Operations Director and Fiscal Officer Scott Morgan is a member of the Records Commission along with the Board as required by Ohio Sunshine Laws Ohio Revised Code (ORC). We must create a retention schedule from time to time to add items or delete items from which the Commission approves.

Discussion & Approval of Additions to the Records Retention Schedule

Deputy Fiscal Officer Dolan stated we do not do this on a regular basis, and it is only done once a year, and he wanted to quickly review why we do this. According to the Sunshine Laws libraries are required to keep track of when we destroy public records. We have to keep a list by item, title, what type of item we are destroying and how long we plan to keep it and when we can destroy it. We first were required to do this in 2008. The current retention schedule was sent to you in advance of the meeting showing the dates the record Commission approved the original items, and the retention period that the items are designated for.

Deputy Fiscal Officer Dolan mentioned he has been certified, he went to one of the meetings to watch over this for the library and of course with the help of the Executive Team. He reminded us that Operations Director and Fiscal Officer Scott Morgan is a voting member on the Records Commission according to the Sunshine Laws so when we are voting he is voting as well. Chairperson Leonard asked Deputy Fiscal Officer Dolan if he is proposing any changes to the retention schedule at this point or is it just a continuation of the review.

Deputy Fiscal Officer Dolan stated he have seven changes. We have four new items and three changes to current items. First item is a laptop reservation form, and currently we are allowing people to reserved laptops, so they can use our Wi Fi in the parking lots. There is a form that has been completed on that so that the branches then periodically we can destroy the documents, because it is a public record, and without it being on this retention schedule we would not be allowed to destroy it. He and Director Good talked about employment applications. They had a one year on the current policy and we are changing that to five years after the application has been received. We realized after reviewing the policy that employee interview documents such as questions to candidates resumes, notes taken and other applicable documentation, was not on the schedule, so we wanted to make sure we put that on, and we would have a timeline for that as well. We are asking for five years after application received for that as well.

Deputy Fiscal Officer Dolan stated Lisa Keefer, and HR pointed out to him because of the pandemic we have had to add a couple checklists to the schedule. One is a pandemic checklist our employees are required to sign in every morning as they enter the buildings and take their temperatures and acknowledge that they do not have any symptoms. Again, this would be a public record, and we have, and we want to make sure it is on the timeline to be destroyed. An employee calls in sick. The same thing applies we have to keep track, or we need to document that as well and that is on the checklist. For both, those items we are asking for three years to keep the item.

Deputy Fiscal Officer Dolan sated the next two items are changes regarding the Aspire program. Last year we had our first federal audit since 2007, and we can we expect to continue having federal audits going forward based on the hours that go into that program. We are changing the retention period for that program to five years provided audit which matches up with our other documents we use regarding audit for the financial piece.

Motion for Approval

Chairperson Leonard requested a motion to approve the RC-1 as presented. Trustee Blakemore moved approval and Trustee DePiero seconded the motion to approve the Cuyahoga County Public Library Records Retention Schedule additions as presented. Seeing no additional discussion, the schedule additions were approved as presented by a unanimous vote of the Commission members.

Adjournment

The Records Commission Meeting adjourned at 4:51 p.m.