

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Special Meeting
February 17, 2020

Attendance

Members Present: Mr. Bertsch, Mr. Gleisser, Ms. Hirsch, Ms. Katz, Mr. Meinhard,
Dr. Rashid

Members Absent: Mr. Cicarella

Staff Present: Ms. Brodar, Ms. Ritchey, Ms. Switzer, Implementation Team

Mr. Bertsch called the special meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Main Library Room F.

Roll Call: Mr. Bertsch, Mr. Gleisser, Ms. Hirsch, Ms. Katz, Mr. Meinhard, Dr. Rashid

Approval of Disposal of Obsolete Records

The Fiscal Officer maintains the list of all records and destruction dates for non-permanent records. The Fiscal Officer and Director review this list to update and determine which records should be destroyed. The Board of Trustees approves all disposal lists annually.

Ms. Ritchey requested permission to dispose of the following non-permanent records based on the retention periods outlined in the Records Retention and Disposal policy:

- Employee accident/incident reports
- Employment applications
- Employee payroll / personnel records
- I-9 Verification forms
- Library payroll records
- Unemployment compensation claims
- Workers compensation claims
- W-2 forms
- Any correspondence meeting the parameters of the policy

2020-01 Mr. Gleisser moved and Ms. Hirsch seconded the motion to dispose of the above obsolete records.

Roll Call: Ayes: Mr. Bertsch, Mr. Gleisser, Ms. Hirsch, Ms. Katz, Mr. Meinhard,
Dr. Rashid

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Katz seconded the motion to adjourn the special board meeting at 6:37 p.m. and trustees unanimously agreed.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary