

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Special Meeting (Virtual)
January 25, 2021

Virtual Access Information Livestreamed Meeting: <https://tinyurl.com/SHPL-Bd-01-2021>

Attendance

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

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

Mr. Bertsch called the virtual special meeting of the Shaker Heights Public Library Board of Trustees to order at 6:43 p.m.

Roll Call: Mr. Bertsch, Mr. Cicarella, 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
- FMLA leave documentation
- I-9 Immigration Verification forms
- Job postings
- Personnel records
- Unemployment compensation claims
- Workers compensation claims
- Accounts payable ledger
- Accounts receivable ledger
- Annual Budget
- Audit Reports
- Bank deposit receipts
- Bank statements
- Check registers
- Court ordered payroll deductions
- Depository agreements
- Payroll

- Payroll tax filings
- Payroll timesheets
- Payroll employee tax withholding forms
- Purchase orders/requisitions
- Vouchers with invoices
- W-2 forms
- W-9 forms
- Claims and litigation records
- Accident/incident reports
- Board Packets
- Board Policy Files – Personnel
- Consultant reports
- Donation records (non-cash)
- Grant files
- Library news/media releases
- Library publications
- Photo release forms
- Record requests
- Any correspondence or transient materials meeting the parameters of the policy

2021-06 Mr. Gleisser moved and Mr. Cicarella seconded the motion to dispose of the above obsolete records.

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

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Ms. Hirsch moved and Ms. Katz seconded the motion to adjourn the special board meeting at 6:45 p.m. and trustees unanimously agreed.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary