

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Special Meeting
January 24, 2022

Attendance

Members Present: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Dr. Rashid

Members Absent: Mr. Meinhard, Dr. Rogen

Staff Present: Ms. Ritchey, Ms. Switzer

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

Roll Call: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Dr. Rashid

Approval of Disposal of Obsolete Records

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 (unless associated with a workers compensation claim)
- Employment applications (unsuccessful)
- FMLA leave documentation
- I-9 Immigration Verification forms (retained separately from personnel files)
- 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

- 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

2022-01 Ms. Katz moved and Dr. Rashid seconded the motion to dispose of the above obsolete records.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Dr. Rashid
Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Ms. Katz seconded the motion to adjourn the special board meeting at 6:39 p.m. and trustees unanimously agreed.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Doreen Katz, Secretary