

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Special Meeting
January 23, 2023

Attendance

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

Members Absent: Dr. Rashid

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

Mr. Cicarella called the special meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m.

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

Record Retention and Disposal Policy

Ms. Ritchey reviewed the updates to the Record Retention and Disposal Policy.

2023-01 Mr. Bertsch moved, and Ms. Katz seconded the motion to revise the Record Retention and Disposal Policy as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus,
Dr. Rogen

Nays: None. Motion carried.

Approval of Disposal of Obsolete Records

Ms. Ritchey requested permission to dispose of the records that are past the retention period as outlined in the Records Retention and Disposal policy.

2023-02 Ms. Kaus moved, and Dr. Barnard seconded the motion to dispose of the obsolete records.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus,
Dr. Rogen

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Ms. Katz moved and Ms. Kaus seconded the motion to adjourn the special board meeting at 6:36 p.m. and trustees unanimously agreed.

Thomas Cicarella, President

[2]

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary