

Defiance Public Library Board of Trustees
Library Records Commission Meeting
May 26, 2021

The Board of Trustees of Defiance Public Library met for a Library Records Commission Meeting on Wednesday, May 26, 2021, at the Johnson Memorial Library in Hicksville, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Chris Korhn called the meeting to order at 4:10 pm. In attendance were Board members: Susan Mack, Ken Boroff, Beth Michel and Laura Connor; Jayne Yoder attended virtually via Zoom Meetings. Kenyotta Stantz was absent. Staff members present: Director Cara Potter, CFO Nancy Roehrig and DFO Elaine Talbert.

Visitors present: Judy Hasch and Mary Williams.

The Library Board, as a whole, serves as the public library's Public Records Commission with the Board President serving as Chair. As required by Ohio statute (ORC 149.411), the Commission meets to set up and maintain the public library's Records Retention Schedule and approve disposal of public records in accordance with that schedule.

Changes to the RC-2 schedule, which lists documents used by the Library System and information about the documents including their retention periods, were reviewed. Revisions include more record types than the previous version and changes to the layout.

Beth Michel moved and Susan Mack seconded the motion to approve the Records Retention Schedule (RC-2) as presented. Motion carried.

Laura Connor moved and Ken Boroff seconded the motion to adjourn the meeting.

Meeting adjourned by Board President, Chris Korhn at 4:16 pm.

_____, President

_____, Secretary