

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 19, 2020
Learning Commons Louis Stokes Wing
Following 12:00 P.M. Meeting of Board of Library Trustees

Present: Mr. Seifullah, Ms. Rodriguez, Mr. Hairston,
Ms. Thomas, Mr. Parker, Ms. Krenicky

Absent: Ms. Butts, Mr. Corrigan

In Attendance: Bryan Szalewski, Director of Legal Affairs
and Records Custodian
Timothy Diamond, Special Assistant to the
Director and former Records Custodian

Ms. Rodriguez called the meeting to order at 2:03 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes of the November 21, 2019 meeting of the Library Records Commission. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Szalewski explained that no records had been disposed of in the previous year. We have not made any changes to the written policy at this time.

Mr. Szalewski stated that Auditor of State has been evaluating agencies for implementation of certain best practices regarding the handling public records requests. The Library is in compliance with all of the Auditor of State's best practices and adheres to such best practices as keeping a log of all requests made, providing an on-line form which is available for patrons making records request, and having systems in place for tracking and responding to requests.

Ms. Krenicky stated that the Library expects to receive a 4 Star Rating for 2020, the highest achievement in open and transparent government, and we may receive it for the 2019 audit because we posted a form just after the audit was completed incorporating the best practice for 2020. Hopefully, the Library will receive this rating for 2019 as well.

Review of Records to be Disposed

Mr. Szalewski stated that currently there are no records to be disposed other than those in accordance to the Retention Schedule.

Ms. Rodriguez thanked Mr. Szalewski for this information.

Ms. Rodriguez adjourned the meeting at 2:07 p.m.