

CLEVELAND PUBLIC LIBRARY  
Minutes of the Library Records Commission Meeting  
November 21, 2019  
Trustees Room                      Louis Stokes Wing  
Preceding 12:00 P.M. Meeting of Board of Library Trustees

Present: Ms. Rodriguez, Ms. Washington, Mr. Corrigan, Ms. Butts, Mr. Hairston, Mr. Parker, Mr. Seifullah, Ms. Krenicky

Absent: None

In Attendance: Bryan Szalewski, Senior Legal Officer and Records Custodian  
Ann Marie Wieland, Library Archivist  
Timothy Diamond, Special Assistant to the Director and former Records Custodian

Ms. Rodriguez called the meeting to order at 12:01 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes of the November 15, 2018 meeting of the Library Records Commission. Mr. Seifullah seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Szalewski explained that since most of the records requests received by the Library require review by legal counsel, the duties of the Records Custodian have been transferred from the Knowledge Office to the Legal Office. The Library's Policy on Public Records was amended to reflect that change at the regular meeting of the Board of Library Trustees on January 17, 2019.

In response to a question from Ms. Rodriguez, Mr. Diamond explained that since no changes have been made to the Record Retention Schedule in the past year, it is not necessary for the Commission to review the list of records to be disposed of. Mr. Diamond assured the Commission that the Library adheres to the Schedule.

Mr. Corrigan made a motion to confirm that the Library is in full compliance with required regulations and procedures. Ms. Butts seconded the motion. Hearing no objections, the motion carried.

Mr. Corrigan made a motion to adjourn. Mr. Seifullah seconded the motion. Ms. Rodriguez adjourned the meeting at 12:04 p.m.