

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 16, 2013

Main Library Auditorium

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Tim Kambitsch, Records Commission Chair. The following members of the Records Commission were present: Margot Merz, Barbara Hayde, Jeanne Holihan, Tim Kambitsch, Donna Childs, Joe Oehlers, Annesa Cheek, and Bert Cream.

AGENDA

On a motion by Mr. Oehlers, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All  
Nays: None

MINUTES

On a motion by Ms. Merz, seconded by Ms. Hayde, the minutes of the October 17, 2012 meeting of the Records Commission were approved.

Ayes: All  
Nays: None

REPORT FROM THE CHAIR

Tim Kambitsch, Records Commission Chair reported on records retention activities since the last meeting. He explained the new policy, approved by the Auditor of the State of Ohio in March 2013, for the benefit of the new Board members. He also discussed the mandates, guidelines and requirements set forth for the Records Commission.

ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2013.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

NEXT MEETING

The next meeting of the Dayton Metro Library Records Commission will be held on Wednesday, October 15, 2014 at 4:00 p.m. in the Main Library Auditorium.

ADJOURNMENT – ACTION

On a motion by Mr. Oehlers, seconded by Ms. Holihan, the meeting adjourned at 4:15 p.m.

Ayes: All  
Nays: None