

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
ANNUAL MEETING OF THE RECORDS COMMISSION OF THE BOARD OF TRUSTEES
MONDAY, OCTOBER 21, 2019, WEPL ADMINISTRATIVE OFFICES 5:55 P.M.

CALL TO ORDER

Present: Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Polewchak, Mrs. Petruccio, Mrs. Roche

Also Present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria, Willoughby Library Manager Deb Mullen and other interested observers.

Absent: Mrs. Roseum

The meeting was called to order by President Monin at 6:02 p.m.

Ms. Simmons presented the list of obsolete records for disposal for 2013 that includes encumbrances, vouchers, purchase orders, bank statements, credit card receipts, and I9 forms for resigned employees.

MOTION 83-19

Mr. Mackey moved and Mrs. Polewchak seconded that the Commission approve the application for disposal of obsolete records.

On roll call, the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Polewchak “Yes”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”.

The Commission adjourned at 6:04 p.m.

Respectfully submitted,

President

Secretary