

DAYTON METRO LIBRARY

MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 19, 2016

Trotwood Branch Library

CALL TO ORDER

The meeting was called to order at 4:01 p.m. by Tim Kambitsch, Records Commission Chair. The following members of the Records Commission were present: Tim Kambitsch, Glenn Bower, Barbara Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew, Margot Merz, and Arlinda Vaughn.

AGENDA

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the agenda was approved.

Ayes: All  
Nays: None

MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the October 21, 2015 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 Board members. He also discussed the mandates, guidelines and requirements set forth for the Records Commission.

SUNSHINE LAWS IN REGARDS TO PUBLIC MEETINGS

The Records Commission Chair discussed Sunshine laws in regards to public meeting and how they relate to public records as a reminder to the rest of the 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 2016.

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 18, 2017 at 4:00 p.m. at the Main Library.

ADJOURNMENT – ACTION

On a motion by Mr. Bower, seconded by Ms. Holihan, the meeting adjourned at 4:19 p.m.

Ayes: All  
Nays: None