

DAYTON METRO LIBRARY
MINUTES OF THE DAYTON METRO LIBRARY RECORDS COMMISSION

Wednesday, October 16, 2024, 4:00 p.m.

MAIN LIBRARY- Board Room

PRESENT: Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones, Carl Kennebrew, David Williamson, Jeffrey Trzeciak

PRESIDING: Jeffrey Trzeciak, Records Commission Chair

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Jeffrey Trzeciak, Records Commission Chair. The following members of the Records Commission were present: Jeffrey Trzeciak, Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones, Carl Kennebrew and David Williamson.

APPROVAL OF AGENDA

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

Ayes: All

Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Thomas, seconded by Mr. Williamson, the minutes of the October 18, 2023 Records Commission Meeting were approved.

Ayes: Six

Nays: None

Abstentions: One

REPORT FROM THE CHAIR

Jeffrey Trzeciak, Records Commission Chair, reported on records retention activities since the last meeting. He also discussed the mandates, guidelines and requirements set forth for the Records Commission.

RECORD RETENTION SCHEDULES

The Records Commission Chair explained that the revised retention schedules that were approved by the Commission at the 2018 meeting were sent to and approved by the Auditor of the State of Ohio in November 2018. No other revisions were recommended at this time.

ONE TIME DISPOSITION OF PUBLIC RECORDS

The Chair told Records Commission members that no one time records disposal requests were recommended for approval throughout 2023.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

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NEXT MEETING

The next meeting of the Dayton Metro Library Records Commission will be held on Wednesday, October 15, 2025, at 4:00 p.m. at the Main Library.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the meeting adjourned at 4:02 p.m.

Ayes: All

Nays: None