

Rock Creek Public Library Board of Directors

August 23, 2022

The meeting of the Rock Creek Public Library Board of Trustees Records Retention Meeting was called to order by President Pat French at 5:25 PM. Roll Call was taken with the following members present: Eric Carrel, Barbara Hale, Ken Brown and Kathy Perry. Also present was Director Ed Worso and Fiscal Officer Joanne Clapp. Guest Present: Cliff Hiltz.

They reviewed Records Retention Disposal – August 2022 (see attached) which included a list records that are to properly disposed of (shredded). The list did not include any permanent records or records that required being sent to the Ohio History Commission.

A motion was made by Mr. Carrel, seconded by Pat French to approval the disposal of public records per the Records Retention Disposal – August 2022. The motion passed with all members in favor.

The Records Retention meeting end at 5:32 PM and the regular Rock Creek Public Library Board of Trustees meeting started.

The meeting of the Rock Creek Public Library Board of Trustees was called to order by President Pat French at 5:33 PM. Roll Call was taken with the following members present: Barbara Hale, Vicky Ritter (arrived at 5:40 PM), Ken Brown, Kathy Perry, Beverly Martin (arrived at 5:40 PM) and Eric Carrel. Also present was Director Ed Worso Fiscal Officer Joanne Clapp. Guest Present: Cliff Hiltz

22-90 A motion was made by Ken Brown, seconded by Barbara Hale, to approve the minutes of the July 19, 2022 regular meeting. The motion passed with all members in favor.

22-91 A motion was made by Eric Carrel, seconded by Barbara Hale, to approve the Treasurer's Reports for July 2022 as presented. The motion passed with all members in favor.

22-92 A motion was made by Eric Carrel, seconded by Ken Brown, to approve the appointment of Alisha Campbell as full-time employee. The motion passed with all members in favor.

Fiscal Officer Report:

Fiscal Officer Clapp presented and explained the Wage/Benefit survey she would like to have libraries under \$300,000 completed because this would give a better understanding of what library similar to our revenue is offering, because the OLC salary survey starts with library \$600,000 and less. The director informed all in attendance that the library's revenue will be more than \$300,000 due to increases in the PLF. The director also added that this information is widely available in the NEO-RLS Statewide Library Salary

Survey as well as in the publicly published state report issued by the State Library of Ohio. Fiscal Officer Clapp adjusted the request to libraries under \$350,000..

22-93 A motion was made by Beverly Martin, seconded by Ken Brown, to authorize the Fiscal Officer to send out the survey. The motion passed with six members in favor. No vote: Eric Carrel.

Fiscal Officer Clapp informed the Library Board that she was just recently appointed to serve on the Ohio Association of Public Treasurer Board. This position will not affect her work with the library.

Director's Report:

Director updated the Library Board that the water heater has been installed and HVAC is scheduled to be completed by September 10th. The book sale is doing great (received in donations for the children books – June \$376; July \$774 and to date for August \$331). The new VOIP phones have been installed and we should no longer be receiving a phone bill because by going to these phones the cost included with our ClevNet membership. New library cards have been ordered and September is going be “Library Card Month”.

Director presented the Library Board with some plans to review on a one to one replacement of new furniture for the Library these plans does not include shelves.

Ken Brown updated the Library Board on the historical items he took to have the Historical Society assist with preserving that they are working on them.

22-94 A motion was made Beverly Martin, seconded by Kathy Perry to approval the donation of the Civil War Flag (around Yr. 1800's) to the local VFW. The motion passed with all members in favor.

Vicky Ritter inquired if we received the Friends of Library donation. The donation was received. She recommended at Thank you card be sent.

Vicky Ritter inquired about our patron count if we are getting a true count, because of same children walking in and out during the day.

Vicky Ritter inquired about what is being done to get our patron count up and that we need more programs for adults.

Ken Brown inquired about how many books the library currently has? Library Director indicated that he would have that information after the weeding has been completed.

Vicky Ritter inquired about if the School would be coming back over.

Vicky Ritter inquired about why a gentleman that tried to donate magazines was turn down. Library Director replied that people don't read them and that we have to money to purchase magazines. Vicky inquired was this explained to him? Library Director stated yes.

Beverly Martin informed the Library Board that she followed up the Village in reference to the Library paying to have the gravel driveway cement. The Village would like to know who is doing it. An agreement would have to be written prior to the project starting. It was recommended we start with getting an estimate.

Barbara Hale informed the Library Board that she will be resigning from the Library Board effective September 27, 2022 because of personal family obligations and work.

Pat French informed the Library Board that she has to resign from the Library Board because she sold her house and no longer lives in the Ashtabula County.

Public Comments (limited to 3 minutes)

Cliff Hiltz introduced himself to the Library Board and he was just there to see how the Board functions and he may be interested in getting more involved since he will be retiring next week.

22-95 A motion was made by Vicky Ritter, seconded by Kathy Perry to adjourn into executive session to discuss employee compensation and invite Fiscal Officer Clapp in at 6:30 PM. The motion passed with all in favor.

22-96 A motion was made by Pat French, seconded by Ken Brown to return the regular Board Meeting at 6:45 PM. The motion passed with all in favor.

The Library Board decided it will hold an executive session at 5:00 PM on September 27, 2022 to discuss employee compensation.

22-97 A motion was made by Eric Carrel, seconded by Kathy Perry to adjourn the meeting at 6:48 PM. The motion passed with all in favor.

The meeting was adjourned with the next scheduled meeting of the Rock Creek Public Library to be held on Tuesday, September 27, 2022 at 5:30 PM.



President



Fiscal Officer

These Board minutes are not considered official minutes until approved by Library Board.

(1) Record Title and Description	(2) Retention Period	(3) Media Type	(4) Dates Able to be Disposed
Accident and Incident Reports	5 years, (reports for minors 3 years beyond reaching majority) provided any claims settled	Paper/Electronic	Prior to Yr. 2017
Account Authorization and Credit Card Acknowledgements	Until employee terminated, taken off account or account closed, if audited	Paper/Electronic	Prior to Yr. 2019
Annual Financial Report to the Auditor of the State	25 years	Paper	Prior to Yr. 1997
Appropriation Ledger	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Audit Report	Until of no Administrative value/Paper copy to be retained as scheduled	Electronic	Prior to Yr. 2015
Bank Deposit Receipts, Statements and Cancelled Checks, Collateralization, Investments	3 years if audited	Paper	Prior to Yr. 2019
Banking Records	Until superseded and audited	Paper	Prior to Yr. 2019
Bids – Successful	17 years after expiration	Paper	Prior to Yr. 2007
Bids – Unsuccessful	3 years if audited	Paper	Prior to Yr. 2019
Board Members Appointment Files	Until no longer serving	Paper	Until no longer serving
Board Policy Files	Permanent until superseded	Paper/Electronic	Permanent until superseded
Book Inventories	Until superseded	Paper/Electronic	Until superseded
Budgets	10 years if audited	Paper/Electronic	Prior to Yr. 2012
Building – Inspections/Certificates/Reports/Testes	Until of no administrative value	Paper/Electronic	Until of no administrative value
Building Permits	Until project completed	Paper/Electronic	Until project completed
Calendars	Until of no administrative value	Paper/Electronic	Until of no administrative value
Capital Outlay and Real Property Records	5 years after asset is sold or destroy	Paper/Electronic	Prior to Yr. 2017
Cash Journals	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Cash Register Tapes and Logs	Until audited	Paper	Prior to Yr. 2019

Certificates of Insurance	Until superseded or vendor relationship terminated	Paper/Electronic	Until superseded or vendor relationship terminated
Check Registers (financial and payroll)	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Circulation, Patron Records	Until of no administrative value	Paper/Electronic	Until of no administrative value
Claims and Litigation Records	5 years after case is closed and appeals exhausted	Paper	Prior to Yr. 2017
Computer Back ups	Until of no administrative value	Electronic	Until of no administrative value
Contest Entry Forms/Summer Reading Logs	Until of no administrative value	Paper/Electronic	Until of no administrative value
Contracts – Other than construction	5 years after expiration	Paper/Electronic	Prior to Yr. 2017
Correspondence – (Executive) relating to library policies, programs, personnel matter	1 year	Paper/Electronic	Prior to Yr. 2020
Correspondence – (General) including internal	Until of no administrative value	Paper/Electronic	Until of no administrative value
Correspondence- (Routine) referral letter, publications provide to the public and miscellaneous inquires	Until of no administrative value	Paper/Electronic	Until of no administrative value
Correspondence – (Transitory) telephone messages, post-it notes, drafts and documents which serve to of temporary importance in lieu of oral communications	Until of no administrative value	Paper/Electronic	Until of no administrative value
Court ordered deductions and garnishments	2 years after terminated or order rescinded	Paper/Electronic	Prior to Yr. 2019
Credit Applications	2 years after account closed	Paper/Electronic	Prior to Yr. 2019
Delivery Route Logs	Until of no administrative value	Paper/Electronic	Until of no administrative value
Disposal Records of library property (such as scrap metal or outdated computers as well as waste (such as light bulbs) and other non-regulated waste	Until of no administrative value	Paper/Electronic	Until of no administrative value
E-Rate Records (include application forms and supporting documents (technology plan) for School and Libraries Programs	10 years	Paper/Electronic	Prior to Yr. 2012
Emergency and Safety Plan Documents	Until superseded	Paper/Electronic	Until superseded
Emergency Contact Forms (Employees)	Until superseded or employee termination	Paper/Electronic	Until superseded or employee termination
Employee Hiring Procedure Forms	Until of no administrative value	Paper/Electronic	Until of no administrative value
Employee Medical Records	10 years after termination	Paper/Electronic	Prior to Yr. 2012

Employee Personnel Policy Manual	Until superseded	Paper/Electronic	Until superseded
Employee Personnel Files	10 years after termination	Paper/Electronic	Prior to Yr. 2012
Employee Information Postings	Until of no administrative value	Paper/Electronic	Until of no administrative value
Employee Safety Reports	5 years	Paper/Electronic	Prior to Yr. 2017
Employment verification forms	Until of no administrative value	Paper/Electronic	Until of no administrative value
Employee withholding requests including direct deposit, W-4 and State forms	Until replaced or revoked by employee or employment terminated	Paper	Until replaced or revoked by employee or employment terminated
Employee Work Schedule	Until of no administrative value	Paper/Electronic	Until of no administrative value
Employment applications, resumes- unsuccessful	1 year if not hired	Paper/Electronic	Prior to Yr. 2021
Financial Reports (monthly)	3 years, if audited	Paper/Electronic	Prior to Yr. 2019
Form (Blank)	Until of no administrative value	Paper/Electronic	Until of no administrative value
Gift Donations	3 years, if audited	Paper/Electronic	Prior to Yr. 2019
Grants	5 years, if audited	Paper/Electronic	Prior to Yr. 2017
HIPPA Certificate Reports	6 years or employment terminated	Paper/Electronic	Prior to Yr. 2016 or terminated
I-I Form	3 years after hire or 1 year after termination, whichever is later	Paper	Prior to Yr. 2019 after hire or Yr. 2021 after termination
Insurance Policies and Bonds	5 years after expired provided audited and claims settled	Paper/Electronic	Prior to Yr. 2017 and claims settled
Interlibrary Loan Records	Until of no administrative value	Paper/Electronic	Until of no administrative value
Inventories	Until superseded	Paper/Electronic	Until superseded
Investment Records	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Invoices and Vouchers	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Job Descriptions	Until superseded or classification abolished	Paper/Electronic	Until superseded or classification abolished
Key Logs	Until of no administrative value	Paper/Electronic	Until of no administrative value
Lease – (equipment and property)	5 years after expiration	Paper/Electronic	Prior to Yr. 2017
Leave record and balance (annual)	50 years	Paper/Electronic	Prior to Yr. 1972

Legal Opinions	10 years provided audited	Paper/Electronic	Prior to Yr. 2012
Levy Files	Life of levy plus 5 years	Paper/Electronic	Life of levy plus 5 years
Library Card Applications	Until of no administrative value	Paper/Electronic	Until of no administrative value
Library Publications – distributed by the library to public for information purpose	Until of no administrative value	Paper/Electronic	Until of no administrative value
Mailing List	Until of no administrative value	Paper/Electronic	Until of no administrative value
Meeting Records – Internal (Primarily staff meeting)	Until of no administrative value	Paper/Electronic	Until of no administrative value
Meeting Room Request (Schedules)	Until of no administrative value	Paper/Electronic	Until of no administrative value
News Release & Meeting Notices	1 year	Paper/Electronic	Prior to Yr. 2021
Operating Procedures	Until superseded	Paper/Electronic	Until superseded
OPERS Independent Contractor Acknowledgment	5 years	Paper	Prior to Yr. 2017
OPERS Records (Employees)	50 years	Paper/Electronic	Prior to Yr. 1972
Outreach Programs	Until of no administrative value	Paper/Electronic	Until of no administrative value
Patron Collection and Bankruptcy Records	5 years	Paper/Electronic	Prior to Yr. 2017
Patron Notice Records	Until of no administrative value	Paper/Electronic	Until of no administrative value
Patron Request	Until of no administrative value	Paper/Electronic	Until of no administrative value
Payroll Reports (quarterly)	Until incorporated in year-end reports	Paper/Electronic	Until of no administrative value
Payroll Journal/Ledger (per pay period)	5 years if audited	Paper/Electronic	Prior to Yr. 2017
Payroll Reports (Year End) – Employee Annual Summary and Employee Accrues	50 years	Paper/Electronic	Prior to Yr. 1972
Payroll withholding reports	7 years if audited	Paper/Electronic	Prior to Yr. 2015
Payroll Schedule (yearly listing)	Until of no administrative value	Paper/Electronic	Until of no administrative value
Payroll Tax Reports	7 years if audited	Paper/Electronic	Prior to Yr. 2015
Petty Cash Records	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Photo release forms	Until of no administrative value	Paper/Electronic	Until of no administrative value
Prevailing Wage Documents	5 years if audited	Paper/Electronic	Prior to Yr. 2017
Program Attendance Forms	Until of no administrative value	Paper/Electronic	Until of no administrative value

Property Titles, Tax Records	5 years after asset is sold or destroyed	Paper	Prior to Yr. 2017
Purchase Orders, Requisitions	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Public Records Request	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Records- Meetings	Until minutes approved or of no administrative value	Electronic	Until of no administrative value
Readers Advisory	Until of no administrative value	Paper/Electronic	Until of no administrative value
Request for Proposal	5 years	Paper/Electronic	Prior to Yr. 2017
Request for reconsideration of Library Materials	5 years	Paper	Prior to Yr. 2017
Server Security Reports, Backup Reports	Until of no administrative value	Paper/Electronic	Until of no administrative value
Software	Until obsolete	Electronic	Until obsolete
Statistical Reports	Until of no administrative value	Paper/Electronic	Until of no administrative value
Survey Reports (Annual Report to the State Library, PLDS, etc.)	4 years	Paper	Prior to Yr. 2018
Surveys (collected from patrons)	Until of no administrative value	Paper/Electronic	Until of no administrative value
Time Sheets	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Training Manuals	Until superseded	Paper/Electronic	Until superseded
Transient material (emails – text messages)- Emails pertaining to topics covered by this schedule will be retained as required.	Until of no administrative value	Electronic	Until of no administrative value
Travel Expense (Employees)	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Unemployment Documents	3 years if audited	Paper/Electronic	Prior to Yr. 2019
Vendor/Programed/Contractor Records) (IRS Form 1099 or W9)	5 years	Paper/Electronic	Prior to Yr. 2017
Volunteer Files	Until of no administrative value	Paper/Electronic	Until of no administrative value
W-2, W-3 Forms	50 years	Paper/Electronic	Prior to Yr. 1972
Workers Compensation Claims	10 years after termination of employment and claim settled	Paper/Electronic	Prior to Yr. 2012 and claim settled
1099, 1096 Forms	6 years provided audited	Paper/Electronic	Prior to Yr. 2016