The Board of Trustees

Records Commission Meeting
Date: December 16, 2020

Attendees:  Trustees  Staff  Guests
Jeff Armstrong  Andrew Mangels
Jennifer Darling  Jana Nassif
Kate Maver  CJ Lynce
Jason Nolde  Pam Linger
Will Perry  Karen Hunt
Bob Plantz
Elizabeth Sheehe

The Board met via Zoom. Elizabeth Sheehe called the meeting to order at 6:30 p.m.

Kate Maver moved to approve Resolution 17-20 to approve the revised Records Retention Schedule. Bob Plantz seconded the motion.

The Fiscal Officer explained we are required to hold a Records Commission Meeting each year to review the records retention schedule. She is proposing minor changes, explained in the memo attached to her report to keep the schedule up to date and in order.

Bob Plantz asked if we automatically receive the StaRS rating. The Fiscal Officer explained the auditors will give the rating when they complete the audit.

Bob Plantz asked what “until no longer of administrative value” means. The Fiscal Officer explained these are transient materials and not relevant to daily operations of the library. The holder of the document makes the determination of when to get rid of the materials.

Jeff Armstrong asked why only the Board Agendas are posted and not the Minutes. The Director explained previous Boards have requested Minutes not be posted. They are available in print form in the library. For transparency reasons, Mr. Mangels does think it would be right to post Minutes as well. Most public bodies, over the last ten years, are moving to posting online. This issue has not been put forward in a number of years.

Elizabeth Sheehe thinks it would be a good idea and will discuss with the Board at a later date.


Adjourn Records Commission Meeting at 6:39 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate
Attested by:

Elizabeth Sheehe, WPPL Board President  Jason Nolde, WPPL Board Secretary