

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Annual Record Retention Meeting of the Board of Trustees

November 9th, 2021 Immediately Following Board Meeting

Members Present: Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Lisa Weber, Richard Whittenberger, Cathy Mere

Members Absent: Janine Conway, Wendy Workman

The Annual Record Retention Meeting was called to order at 7:12 pm by Heather Brown, President.

A review of the years, and types, of records to be destroyed was reviewed by members. Don Hemmelgarn explained the process, discussed the records, and answered general questions. Records were made available for review by trustees.

A motion was made by Lisa Weber and seconded by Richard Whittenberger, to approve the Fiscal Officer to destroy the records presented RC-1 on November 9th. The motion passed.

A motion was made by Heather Brown and seconded by Bonnie Hamilton, to adjourn the Annual Record Retention Meeting. Motion passed; the meeting was adjourned at 7:30 pm.