

**Minerva Public Library Records Commission
Meeting Minutes
May 27, 2015
6:25 pm in the Library Board Room**

Call to Order

The meeting was called to order at 6:27 p.m.

Records Disposal

The Fiscal Officer has completed an RC-3 form detailing the library records to be disposed of according to the library's Records Retention Schedule. This form will be filed with the State Archives. The records will be shredded by a commercial service.

Virginia Birks moved and Louanne Kiko seconded to approve the record disposal listed on the RC-3 form according to the library's Records Retention Schedule. The motion passed unanimously.

Adjournment

The meeting adjourned at 6:32 p.m.