

MINUTES OF RECORDS RETENTION TRAINING 2022

OCTOBER 11, 2022

Middleton Public Library Board Meeting

Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

1. Call to Order by Jeff Miller at 5:10pm. Roll-call taken. Present Jeff Miller, Marie Knapp, Marcie Shumway, Wade Wroten, Logan Green, and Director Lori Clark. Present also by invitation Clay Ritter, public library consultant.

2. Approval of Agenda (Action Item)

Motion made to approve agenda by Marie, seconded by Marcie, unanimous approval.

3. Records Retention Training by consultant Clay Ritter in light of the Idaho Public Records Act.

Clay presented responsibilities of libraries, directors and trustees to store various records created in fulfillment of library operations, making them available to the public, and recognizing limitations that can be introduced to limit the storage of some records. The consultant clearly identified that legal concerns should be brought to the city attorney.

4. Adjournment

Motion to adjourn made by Marie, seconded by Logan, unanimous approval. Adjourned at 6:11pm.