

MINUTES

City of Willoughby Hills, Ohio Records Commission

September 1, 2000

Convene: 11:00 a.m.

Present: Mayor Mort O’Ryan, Chairman; Brian Condron, Finance Director; Frank Cihula, Citizen Appointee; Randy Slusarz, Secretary

Also Present: Mary Kovalchik, Assistant Finance Director; Michelle Anderson, Account Manager – Lake Business Products

Absent: Tom Lobe, Law Director

Michelle Anderson, Account Manager, Lake Business Products, gave a demonstration of a digital document recorder, the Canon CD-4050.

The Canon CD-4050 is a desktop system that allows documents to be stored on CD-Recordable discs and indexes them for easy retrieval and viewing.

After the demonstration, questions were asked and the benefits of having this type of system available to all departments, boards and commissions were discussed.

MOTION BY MAYOR O’RYAN, seconded by Brian Condron, to adjourn.

Adjourned: 11:45 a.m.

Approved: _____
Mayor Mort O’Ryan, Chairman

Date: _____