

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting held May 14, 2018

President Dennis Clotz called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 6:07 p.m. Roll call: Laura Dulmage, Dennis Clotz, Darcy Teets, Judy Alexander, James Yorks, Jake Wachholz, and Kristin Cioffi were present. Stephanie Pinsky was excused. Also present was Don Dovala, Library Administrator.

Cioffi presented the Certificate of Records Disposal (RC-3) to be submitted to the State Archives, for records to be disposed of on July 14, 2018. She explained that the records would be disposed of according the records retention and disposal policy approved in 2010. Wachholz moved, seconded by Teets, to accept Resolution # RC-18-5-1, to approve the Certificate of Records Disposal (RC-3) (copy attached) and to forward on to the proper authorities. All present voted in favor.

MOTION PASSED

Cioffi presented the Records Retention Schedule (RC-2) to be submitted to the State Archives. She explained that once it is approved by the State Archives and Auditor of State's Office, the schedule would replace the one approved in 2010. Yorks moved, seconded by Dulmage, to accept Resolution # RC-18-5-2, to approve the Records Retention Schedule (RC-2) (copy attached) and to forward on to the proper authorities. All present voted in favor.

MOTION PASSED

Yorks moved to adjourn the Records Commission Meeting. Meeting adjourned at 6:18 p.m.

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President

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Attest