

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting held May 13, 2019

President Laura Dulmage called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 6:08 p.m. Roll call: Laura Dulmage, Darcy Teets, Jake Wachholz, Katie Wenger, Stephanie Pinsky, Judy Alexander and Kristin Cioffi were present. Jim Yorks was absent. Also present was Don Dovala, Library Administrator.

Cioffi presented additions to the current Records Retention Schedule (RC-2) to be submitted to the State Archives. Teets moved, seconded by Wenger, to accept Resolution # RC-19-5-1, to approve the additions to the current Records Retention Schedule (RC-2) (copy attached) and to forward on to the proper authorities. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Pinsky, to accept Resolution # RC-19-5-2, authorizing the Fiscal Officer to dispose of financial records on July 13, 2019 in accordance with the current records retention schedule. All present voted in favor.

MOTION PASSED

Alexander moved to adjourn the Records Commission Meeting. Meeting adjourned at 6:12 p.m.

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President

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Attest