

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission held May 9, 2022

President Darcy Teets called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Laura Dulmage, Judy Alexander, Jake Wachholz, Stephanie Pinsky, Darcy Teets, Jim Yorks, and Kristin Cioffi were present. Katie Wenger arrived just after roll was called. Also present was Don Dovala, Library Administrator.

Cioffi presented a list of financial records to be disposed of in accordance with the current records retention schedule and an addition to the current Records Retention Schedule (RC-2) to be submitted to the State Archives. Yorks moved, seconded by Alexander, to accept Resolution # RC-22-5-1, authorizing the Fiscal Officer to dispose of the presented financial records on July 16, 2022 in accordance with the current records retention schedule. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Alexander, to accept Resolution # RC-22-5-2, to approve the addition 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 to adjourn the Records Commission Meeting. Meeting adjourned at 6:04 p.m.

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President

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Attest