

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission held May 8, 2023

Vice President Katie Wenger called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 5:49 p.m. Roll call: Laura Dulmage, Katie Wenger, Elizabeth Hui, Jake Wachholz, Stephanie Smith, and Kristin Cioffi were present. Darcy Teets and Jim Yorks were absent. 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.

Wachholz moved, seconded by Smith, to accept Resolution # RC-23-5-1, to approve the addition to the current Records Retention Schedule (RC2) (copy attached) and to forward on to the proper authorities. All present voted in favor.

MOTION PASSED

Dulmage moved, seconded by Wachholz, to accept Resolution # RC-23-5-2, authorizing the Fiscal Officer to dispose of the presented financial records on July 15, 2023, in accordance with the current records retention schedule. All present voted in favor.

MOTION PASSED

Smith motioned to adjourn the Records Commission Meeting. The meeting adjourned at 5:52 p.m.

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President

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Attest