

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting held May 11, 2015

President Dennis Clotz called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 6:03 p.m. Roll call: Walter McDowell, Laura Dulmage, Dennis Clotz, James Yorks, Nate Woodward, Darcy Teets and Kristin Cioffi were present. Judy Alexander 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 June 15, 2015. Cioffi answered questions regarding the library's records retention schedule and where the library's records are kept. Yorks moved, seconded by McDowell, to accept Resolution # RC-15-5-1, to approve the Certificate of Records Disposal (RC-3) (copy attached) and to forward on to the proper authorities. Roll call vote: McDowell, Dulmage, Clotz, Yorks, Woodward, Teets, Cioffi, ALL AYES.

MOTION PASSED

Dulmage moved, seconded by Teets, to adjourn the Records Commission Meeting. Meeting adjourned at 6:07 p.m.

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President

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Attest