

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting held May 9, 2016

President Dennis Clotz called to order the Records Commission Meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Dennis Clotz, Laura Dulmage, James Yorks, Darcy Teets, Judy Alexander, and Kristin Cioffi were present. Walter McDowell and Nate Woodward were excused. Also present was Don Dovala, Library Administrator and Bob Ludwig from the public.

Cioffi presented the Certificate of Records Disposal (RC-3) to be submitted to the State Archives, for records to be disposed of on June 16, 2016 and explained the disposal process. Yorks asked how often the library has a financial audit. Cioffi responded that the library is audited every 2 years, and she just received notice from the Auditor of State's office that the AUP audit for 2014-2015 has been approved. Yorks moved, seconded by Teets, to accept Resolution # RC-16-5-1, 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

Yorks moved to adjourn the Records Commission Meeting. Meeting adjourned at 6:05 p.m.

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President

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Attest