

SUBURBAN LIBRARY COOPERATIVE

RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION

At a regular meeting of the Board of the Suburban Library Cooperative ("SLC"), Macomb County, Michigan, held at the Suburban Library Cooperative on the 28th day of April, 2016 at 6:30 p.m.

PRESENT: Diane Barr, Murney Bell, Bill Grandstaff, Charlene VanMarcke, Ronald Black and Nancy Todorovich.

ABSENT: Barbara Brown, Mark Wollenweber and Belinda Shelton-Duggan.

The following Resolution was offered by Murney Bell and seconded by Diane Barr.

WHEREAS, SLC is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for SLC, it is necessary and appropriate for the Board to establish and adopt policies for the operation of SLC;

WHEREAS, pursuant to Section 4(4) of the FOIA, SLC shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to SLC and explaining how to understand SLC's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that SLC's Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its response to a written request;

WHEREAS, in the interests of the health, safety and welfare of SLC, the Board desires to approve procedures and guidelines, a written public summary and a detailed itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Board of the Suburban Library Cooperative, Macomb County, resolves as follows:

1. SLC hereby adopts and approves SLC Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. SLC also adopts and approves the Written Public Summary (attached as Exhibit B to this Resolution).

3. SLC also approves the Detailed Itemization Sheet attached as Exhibit C to this Resolution. SLC also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of SLC and do not conflict with the FOIA.

4. SLC shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in SLC's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at SLC.

5. SLC shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this resolution are hereby repealed to the extent of such conflict.

YEAS:

Six

NAYS:

Zero

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN

) ss.

COUNTY OF MACOMB

I, the undersigned, the duly qualified and acting Secretary of the Suburban Library Cooperative, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of said SLC at a meeting held on the 28th day of April 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.



Board Secretary