

LAKELAND 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 Lakeland Library Cooperative ("LLC"), Kent County, Michigan, held at Kent District Library on the 14th day of April, 2016 at 9:30 a.m.

PRESENT: John Martin, Teresa Williams-Krupar, Diane Kooiker, Shirley Bruusema, Kelly Richards, Laura Powers, Janice Williams

ABSENT: Marcia Warner, Lance Werner

The following Resolution was offered by Laura Powers and seconded by Kelly Richards.

WHEREAS, LLC 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 LLC, it is necessary and appropriate for the Board to establish and adopt policies for the operation of LLC;

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

WHEREAS, Section 4(4) of the FOIA also requires that LLC'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 LLC, 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 Lakeland Library Cooperative, Kent County, resolves as follows:

1. LLC hereby adopts and approves LLC Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.
2. LLC also adopts and approves the Written Public Summary (attached as Exhibit B to this Resolution).

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

4. LLC shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in LLC'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 LLC.

5. LLC 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: 7

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, the undersigned, the duly qualified and acting Secretary of the Lakeland Library Cooperative, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of said LLC at a meeting held on the 14th 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.

Theresa Williams-Krupar
Board Secretary