

**SUTTONS BAY BINGHAM DISTRICT LIBRARY**

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

At a regular meeting of the Library Board of the Suttons Bay Bingham District Library ("Library"), Leelanau County, Michigan, held at the Library on the 16 day of Sept., 2020 at 9:30 am ~~p.m.~~

PRESENT: S. Boone, S. Gentges, S. Albrecht

K. Gregory, J. Coulter

ABSENT: B. Graves

The following Resolution was offered by S. Boone and seconded by J. Coulter.

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

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

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a Detailed Itemization;

WHEREAS, pursuant to 2018 PA 523 ("Act 523"), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedures and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to repeal and replace the Procedures and Guidelines, Written Public Summary and Detailed Itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of the Sutton Bay Bingham District Library, Leelanau County, resolves as follows:

1. The Library hereby adopts and approves the Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA. The Procedures and Guidelines attached as Exhibit A shall repeal and replace any previous version of the Procedures and Guidelines that have been approved by the Library.

2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution). The Written Public Summary attached as Exhibit B shall repeal and replace any previous version of the Written Public Summary that has been approved by the Library.

3. The Library also adopts and approves the amended Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Detailed Itemization Sheet attached as Exhibit C shall repeal and replace any previous version of the Detailed Itemization Sheet that has been approved by the Library. The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.

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

5. The Library 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.

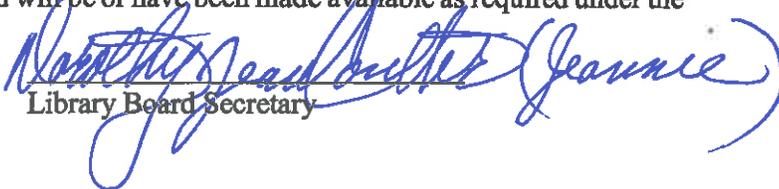
YEAS: 5

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF LEELANAU )

I, the undersigned, the duly qualified and acting Secretary of the Suttons Bay Bingham District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 16 day of Sept., 2020, 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.

  
Library Board Secretary

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