

**WHITE PINE LIBRARY COOPERATIVE  
ADVISORY COUNCIL MEETING**

**Minutes, April 22, 2015**

**Welcome**

Bryon Sitler opened the meeting at 10:02 and welcomed everyone. Members introduced themselves.

**Minutes**

Nannette Pretzer moved to approve the minutes as corrected. Kate Van Auken seconded the motion. Motion carried.

**Director's Report:**

Bryon Sitler reported that:

- The report from MLA said that Renaissance Zone reimbursement will be almost 100% this year.
- An effort to change misdemeanor infractions by minors to civil infractions rather than felony may affect penal fine income.
- There is a change to the Freedom of Information Act (FOIA) taking effect on July 1, 2015. The board will begin reviewing Cooperative policies, beginning with the Freedom of Information Act (FOIA) policy which will be discussed at the board meeting. The White Pine Library Cooperative FOIA Policy is included at the end of these minutes. Bryon will also find out what the fee limits are and email the membership.
- Bryon asked if there was any interest in having a presentation by Autographics, Verso Circ System. There was no interest.
- House Republican Action plan contains two items relating to libraries. Promoting early education and third- grade literacy.
- TIFA (Tax Increment Financing Authority) legislation to enhance transparency and accountability has been introduced.
- White Pine's life Insurance Company has informed Bryon that they have cancelled WPLC's policy since there are not enough full-time staff members for the life insurance policy to be offered to White Pine.
- The Michigan Tax Tribunal has made a decision to reduce the SEV of big box properties like Target or Home Depot by 60% going back 3 years. There is legislation being introduced to allow the affected organizations have 3 years to repay, rather than 60 days. He mentioned that there are over 10,000 applications to the tax tribunal.
- MAME will be meeting in Bay City on November 11, 2015. The Cooperative Director's association (CDA), MAME, MLA, and LM are cooperating on a preconference on multi-typing activities.
- The last 2 libraries in Wayne County Library have withdrawn (and will become PA164 libraries). The Wayne County Library will close June 30, 2015.
- MeLCat has been "going down" lately. This is because there are 3 agencies needing to schedule the repair time. III (Innovative Interfaces Inc.), MCLS (Midwest Collaborative for Library Services) and the Department of Technology & Budget.

- Delivery. WPLC will pay for 2 deliveries each week. Libraries will order their own service from MCLS and pay the bill. We will then deduct the amount of delivery (could be different for each library) from annual membership dues. The 3<sup>rd</sup> day will be subsidized from LSTA dollars. This is the last year for that subsidy. The LSTA amount was \$112,000 for 3 years. A RFP will go out in January for a vendor for delivery service. Additionally, a RFP for MeL databases is going out soon. Not everyone getting 3 deliveries will be charged the same price. Please send us a copy of your invoice so we will know how much to deduct (for 2 deliveries per week) from your annual fee. Bryon will send membership Randy Dykhuis' contact information so membership can voice their concerns about paying for a 3<sup>rd</sup> day that they do not receive or that hasn't improved the turn-around time.
- MLA reports that if Proposal 1 fails, there will be a very large hole in the State budget – that money will have to come from somewhere. There is already discussion about Penal Fines. MLA is working with key legislators to ensure libraries are held harmless. Each Cooperative Director is preparing a document concerning how important Penal Fines are to local libraries. Bryon asked for anecdotes concerning use of Penal Fines and to start talking to your legislators now about how important they are to your library. A spreadsheet with the dollar amounts that each library receives was discussed.
- The Governor's budget includes additional money for libraries. MLA supports this budget.
- SB 0108 passed the Senate February 12, 2015 removing the sunset for creating a district library with a school as partner.
- Bryon mention that the last Overdrive meeting was in November 2013. It was decided that another meeting should be scheduled on a Friday in May.
- The September 23 meeting is at the Caro Area District Library.
- Bryon reminded members who have equipment to pick up, please remember to get it after the meeting.

#### **White Pine Workshops:**

- June 3, 2015 - 10 - 1: Using social media to market the library, with Bill Schroer  
August 19, 2015 - time to be determined: Genealogy resources and how to assist patrons.  
1 - 2: Cybersecurity for the library, with Paul Groll  
*The August 19 date may need to be changed and titles of the events are not final.*
- October 14: Annual meeting. Programming includes "How libraries can serve diverse populations" and a Michigan author: Wade Rouse.

#### **Old Business**

There was no old business.

#### **New Business**

**Library of Michigan tour.** Bryon asked if members were interested in touring the Library of Michigan. If enough people are interested, a tour bus could be rented. The cost of \$800-\$900 would be charged to participants. This could be considered a workshop. Members stated they were interested in touring the administrative offices and meeting with administrative staff. Bryon will talk to LM and work out the details. The bus would leave at 10 am and participants will need to register.

**Interlibrary Loan.** Bryon mentioned that some libraries are not answering OCLC Interlibrary Loan requests and asked if they receive a Peabody request that they answer

the request. Mid-Michigan, Superiorland, and some TLN libraries are using Peabody as well and filling requests.

**Extra Money uses.** Since money for Karen's salary was budgeted and not spent, there's some extra money. Suggestions for uses include: Scholarship to ARLS or MLA 2015, Drawing for several \$1000 grants at Annual Meeting, more money for popular Overdrive titles, use the money to help automate the un-automated libraries, \$300 for each library to use for SRP or other programming with the stipulation that the libraries indicate the money is provided by White Pine Library Cooperative. Members overwhelmingly voted to recommend to the Board that White Pine send \$300 to each library for programming, with wording indicating "sponsored by White Pine Library Cooperative.

### **Member News**

Rauchholz Memorial Library, Hemlock, stated that her Headlee Override millage passed with a 2-1 margin. The library also received \$861,000 from a local couple's estate! This will be used for a new building, furniture, and materials.

**Next Meeting:** August 19, 2015

### **Security in the Library**

Trooper Joe McMillan from the Freeland State Police office on Salzburg Rd spoke on Security in the Library.

# FOIA Policy

## White Pine Library Cooperative

### **I. Purpose**

It is the intent of the White Pine Library Cooperative to perform public business in an open and public manner as required by Michigan's Freedom of Information, Act 442 of 1976, and as amended. This Policy prescribes the Cooperative's procedures for responding to written public records requests made pursuant to FOIA.

### **II. Scope**

This Policy applies to the Cooperative whenever a written request for public records is made under Michigan's FOIA law. This Policy does not apply to any records that are exempt from disclosure such as, but not limited to:

- Specific personal information about an individual if the release would constitute a clearly unwarranted invasion of that individual's privacy.
- Records that may be exempted from disclosure by another statute. (Note: statutes which expressly prohibit public disclosure of records generally supersede the FOIA.)
- Information subject to attorney-client privilege.
- Pending public bids to enter into contracts.
- Records that would disclose the social security number of an individual.

#### **A. Access**

Public records shall be open to inspection and copying during the Cooperative's regular business hours by the custodian of the requested public records. Reasonable access to and reasonable facilities for copying of these records shall be provided. The Cooperative shall provide reasonable assistance in identifying and locating public records in accordance with this Policy.

#### **B. Form of FOIA Requests**

All FOIA requests shall be made in writing.

All FOIA requests shall adequately describe the records sought in sufficient detail to enable the Cooperative to locate such records with reasonable effort. The requesting party shall be as specific as possible when requesting records. To assist the in locating the requested records, the Cooperative may request that the requesting party provide additional information known to the requesting party, such as the types of records, dates, parties to correspondence, and subject matter of the requested records.

A FOIA request will be answered within 5 business days after receiving it. If needed, the Cooperative will notify the requester in writing and extend the time for an additional 10 business days.

Fees: Fees may be charged as permitted by law.

\$.10 per sheet

Hourly rate for searching, reproducing and postage will be set according to 2015 PA 563

If a request must be denied, the Cooperative will respond to the requester with an explanation of the reasons for the denial and the requester's right to submit a written appeal to the head of the public body (Board Chair) or to seek judicial review with the right to receive attorney fees and collect damages.

**C. Submit requests to:**

Bryon Sitler, Director

White Pine Library Cooperative

3210 Davenport Ave

Saginaw, Michigan 48602

Phone (989) 793-7126

Fax (989) 793-7257

Approved April 22, 2015