

**WHITE PINE LIBRARY COOPERATIVE  
BOARD MEETING  
DRAFT**

**Minutes, April 22, 2015**

*A meeting of the White Pine Library Cooperative Board was held on March 22, 2015 at the White Pine Library Cooperative.*

**Present and voting:** Ervin Bell, Emily Boersen, Beverly Dear, Jill Brown, Lynne Clark, Bryan Dinwoody, Sharlyn Huyck, Gail Nartker and Kate Van Auken,.

**Absent:** Eric Andreychuck.

**Also present:** Bryon Sitler and Sheila Good.

**Call to Order:** Board President Sharlyn Huyck called the meeting to order at 12:40 pm.

**Agenda:** Jill Brown moved to accept the agenda with no changes. Bryan Dinwoody seconded the motion. Motion carried.

**Treasurer's Report:** The board reviewed the financial reports for March 2015. Bryan Dinwoody moved to approve the financial report and ratify the bills for March 2015. Sharlyn Huyck seconded the motion. Motion carried.

**Minutes:** Beverly Dear moved to approve the March 18, 2015 board minutes as submitted. Kate Van Auken seconded the motion. Motion carried.

**Director's Report:** The Director's report was discussed at the advisory council meeting. Bryon also reported that the life insurance company has sent official notice that it is dropping White Pine Library Cooperative's life insurance policy. He checked into other insurance companies and they also require more full time staff members to provide coverage.

**Old Business:** Fairgrove District Library has paid their membership dues. The letter that was discussed at the previous board meeting, concerning non-payment of membership fees, was not sent.

**New Business:** Kate Van Auken moved that \$300 for library programming, sponsored by White Pine Library Cooperative, be issued to each library. Emily Boersen seconded the motion. Motion carried. Michigan Freedom of Information Act (FOIA) policies must be posted to websites by July 1, 2015. The White Pine FOIA Policy draft was discussed, and is included with these minutes. Gail Nartker moved to accept the policy as written. Jill Brown seconded the motion. Motion carried.

**Other:** None.

**Adjournment:** Kate Van Auken moved to adjourn the meeting at 1:17 pm. Jill Brown seconded the motion. Motion carried.

# 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 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

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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