

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

At a regular meeting of the Library Board of the Otsego District Public Library (“Library”), Allegan County, Michigan, held at the Library on the 28<sup>th</sup> day of March, 2019 at 6:30 p.m.

PRESENT: David Goodrich, Laurie Andrus, Bart Seelye, Nancy Seibert

ABSENT: Robin Rowe, Jacquie Bennett

The following Resolution was offered by Laurie Andrus and seconded by Bart Seelye.

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 Otsego District Public Library, Allegan 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.

