October 17, 2023

Mayor Bob Wells
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Sent via: bwells@courtenay.ca

Dear Mayor Wells,

Re: December 4 deadline: 2024 VIRL Board Appointments

Per S17(2) of the *Library Act (The Act)*, appointment of your 2024 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2024 meeting schedule is included on page 2.

S 55 of *The Act* speaks to expenses eligible for reimbursement.

By December 4, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. VIRL 2024 Contact Forms (includes recording release & direct deposit authorization)
3. 2024 Financial Statement of Disclosure

Return completed forms to **mpatterson@virl.bc.ca.**

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or email.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Ben Hyman
Executive Director

cc: Geoff Garbutt, CAO, City of Courtenay
Cammy Dallamore, Legislative Service Coordinator, City of Courtenay

2024 DRAFT Meeting Schedule

For 2024, other than the February meeting, all meetings are currently planned as hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

Early Feb	**New Trustee Orientation**
Early Feb	**AGM & Board Meeting**
Fri., late March	Executive Committee
Fri., mid June	Executive Committee
Sat., late June	**Board of Trustees**
Fri., early July	Executive Committee – includes Budget
Fri., late July	Executive Committee – includes Budget
Sat., Sept.	**Board of Trustees** – includes Budget
Fri., Oct.	Executive Committee
Sat., Nov./Dec	**Board of Trustees**
Fri., Dec./Jan.	Executive Committee – Optional