



Administration
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October 17, 2024

Mayor Rob Douglas
Municipality of North Cowichan
7030 Trans-Canada Highway
Duncan, BC V9L 6A1
Sent via: mayor@northcowichan.ca

Dear Mayor Douglas,

Re: December 6 deadline - 2025 VIRL Board Appointments

Per S17(2) of the *Library Act (The Act)*, appointment of your 2025 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 2025 meeting schedule is included on page 2.

Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived." Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL.

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

By December 6, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2025 VIRL Appointment Forms (Contact info., Recording release & Direct deposit)
3. [2025 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,

A handwritten signature in black ink, appearing to read "Ben Hyman", written over a light blue horizontal line.

Ben Hyman
Executive Director

cc: Ted Swabey, CAO, Municipality of North Cowichan
Terri Brennan, Executive Coordinator, Municipality of North Cowichan

2025 DRAFT Meeting Schedule

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

	AM/PM	Meeting type	Meeting Date	Meeting format	Audit & Budget
Q1	AM	Orientation	2/15/2025	In person*	
	AM	AGM	2/15/2025	In person*	
	PM	Board Meeting	2/15/2025	In person*	
	AM	AFSC	3/21/2025	Hybrid	
	PM	Executive Committee	3/21/2025	Hybrid	
Q2	AM	AFSC	5/16/2025	Hybrid	Audit presentation; Budget assumptions
	PM	Executive Committee	5/16/2025	Hybrid	Audit; Budget assumptions
	AM	Board Meeting	6/7/2025	Hybrid	Audit; Budget assumptions
Q3	AM	AFSC	6/20/2025	Hybrid	Budget 1
	AM	AFSC	7/25/2025	Hybrid	Budget 2
	PM	Executive Committee	7/25/2025	Hybrid	Budget 2
	AM	Board Meeting	9/20/2025	Hybrid	Budget 3
Q4	AM	AFSC	10/17/2025	Hybrid	
	PM	Executive Committee	10/17/2025	Hybrid	
	AM	Board Meeting	11/1/2025	Hybrid	
	AM	AFSC	12/13/2024	Hybrid	
	PM	Executive Committee	12/13/2024	Hybrid	