



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 9, 2018

Original sent via email

Attention: Chair
Comox Valley Regional District
600 Comox Rd.
Courtenay BC V9N 3P6

Dear Chair,

Re: Appointment to the 2019 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library (VIRL) – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Annual documentation required by December 15 for both your appointed VIRL Trustee and Alternate are:

1. By provincial legislation a copy of the certified resolution.
2. A *Statement of Financial Disclosure* (a copy of that on file with the municipality/district is acceptable).
3. A VIRL 2019 contact information form.
4. EFT form (if travel expenses are to be reimbursed via electronic file transfer).

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



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Please complete and return the enclosed forms and a copy of the certified resolution by December 15, 2018 to the attention of Mariah Patterson, Executive Assistant, by mail or email: mpatterson@virl.bc.ca.

If you require additional information, please contact Ms. Patterson by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink that reads "Rosemary Bonanno".

Rosemary Bonanno, BA MLS
Executive Director

CC: Russell Dyson, CAO, Comox Valley Regional District

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