



Administration
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October 17, 2023

Mayor Tim McGonigle
Town of Lake Cowichan
Box 860
Lake Cowichan, BC V0R 2G0
Sent via: trlm@lakecowichan.ca

Dear Mayor McGonigle,

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](mailto:mariah@virl.bc.ca).

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hyman".

Ben Hyman
Executive Director

cc: Joseph Fernandez, CAO, Town of Lake Cowichan