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**Minutes of the IslandLink Library Federation Board Meeting**  
**Friday, October 29, 2021 Board Meeting,**  
**2:00 pm – 3:30 pm**  
**Location: Zoom Meeting**

**Present:** Judy Nurse, Chair (SSIPL); Selina Smith, Vice Chair (PRPL); Linda Gilarski, Treasurer (ABPL), Joy Davis, Trustee (GVPL); Rebecca Burbank, Chief Librarian PRPL; Karen Hudson, Chief Librarian SSIPL, Maureen Sawa, Chief Executive Officer GVPL; Laura Beswick, Manager/Secretary ILLF.

Guests: Wendy White; Staff ABPL

Sandra Zacharias, Alternate ABPL

Adrienne Wass, Library Consultant, Public Libraries Branch

Regrets: Joyce Wilby, Chief Librarian ABPL

1. Acknowledgement & introductions – Judy Nurse, Chair

Judy welcomed all to the meeting and invited everyone to introduce themselves and acknowledge the indigenous territory where they work/live.

Judy also suggested, that during our strategic plan review today, our libraries commit to collaborate and support indigenous communities as a move to action.

2. Adoption of Agenda

**Motion:** to adopt agenda as circulated. Moved by Joy Davis; seconded by Selina Smith. Carried

3. Draft Minutes of February 18, 2021 Board Meeting

**Motion:** to approve the Minutes of February 18, 2021 as circulated. Moved by Linda Gilarski; seconded by Joy Davis. Carried

4. Correspondence

None

5. Public Libraries Branch Report

Adrienne Wass gave a presentation titled: Working Together: ILLF and the Public Libraries Branch. A PFD of the presentation is attached to minutes.

6. Manager's Report  
Laura presented the Manager's Report for the period February - October 2021
7. Financial Report  
Laura presented the IslandLink Financial reports to September 30, 2021.
8. Federation Manager Annual Review Process  
Judy Nurse outlined the process for an annual review for the Laura Beswick.  
Judy and Selina Smith will schedule a conversation with Laura before year end.
9. Strategic Plan  
Members were again encouraged to bring forward ideas for actions.  
Judy's suggestion for a Truth and Reconciliation action was endorsed and will be added to Strategic Priority Area #3: Program expansion through partnerships.
10. 2021 Budget  
Laura presented a draft budget for 2022  
**Motion:** to approve the 2022 budget as presented. Moved by Linda Gilarski; seconded by Selina Smith. Carried
11. Other Business
  - a. ILLF – VILSC Professional Development Project  
Laura presented a proposal developed by the Library Directors Advisory Group (LDAG) to assign funds to assist member libraries to send staff to attend the 2022 Vancouver Island Library Staff Conference and a special IslandLink meeting the following day.  
**Action:** Laura to organize a LDAG meeting before the end of the year to discuss organizational details of the project
  - b. ILLF Travel Policy  
Laura presented a draft revision of the Travel Policy  
**Motion:** to approve the revised Travel Policy. Moved by Linda Gilarski, seconded by Joy Davis
  - c. ILLF Bank Account  
Laura explained the need for ILLF to find a new sponsor for our bank account with Coast Capital Savings Credit Union.  
Judy Nurse volunteered to open an account with CCSCU to be able to qualify as a sponsor.
12. Notice of next Board elections: per our Federation agreement: "A Chairperson and Vice-Chairperson and Treasurer are elected at the first meeting of each fiscal year."

### 13. 2022 Meetings

It was suggested the next Board meeting be on Saturday, May 7, following the VILSC and ILLF event in Victoria on May 5 & 6. The meeting will be in person, hosted by the Salt Spring Island Public Library.  
The Fall Board meeting will be held virtually later in the year.

#### 14. Adjournment

The meeting was adjourned by Judy Nurse at 3:30 pm.

The meeting was followed by Round Table updates from each member library.