



3185 West Road  
Nanaimo | BC V9R 6X1  
1-855-927-2005 phone  
[lbeswick@islandlink.ca](mailto:lbeswick@islandlink.ca)  
<http://www.islandlink.ca>

**Minutes of the IslandLink Library Federation Board Meeting**  
**Friday, November 17, 2023**  
**2:30 – 3:15 pm**  
**Location: Zoom**

**Minutes**

Present: Selina Smith, Chair (PRPL); Shelly Donaldson, Vice Chair (GVPL); Linda Gilarski, Trustee (ABPL); Laura Vilness, Trustee (PIPL); Tracy Watkins, Trustee (SSIPL); Rebecca Burbank, Chief Librarian PRPL; Karen Hudson, Chief Librarian SSIPL; Carmen Oleskevich Library Director, PIPL; Maureen Sawa, Chief Executive Officer GVPL; Joyce Wilby, Chief Librarian ABPL.

Guests: Adrienne Wass, Public Libraries Branch; Jennifer Windecker, Director, Library Services, Service Delivery and Design, GVPL

1. Acknowledgement & Introductions – Selina Smith
2. Adoption of Agenda  
**Motion:** To accept agenda as presented. Moved by Shelly Donaldson; seconded by Tracy Watkins. Carried
3. Draft Minutes of June 5, 2023 Board Meeting  
**Motion:** To approve the minutes of June 5, 2023 as circulated. Moved by Shelly Donaldson, seconded by Tracy Watkins. Carried.
4. Correspondence – Laura reported that a card has been sent to Judy Nurse
5. Public Libraries Branch Report – Adrienne Wass  
Adrienne reported on:
  - Themes of emergency preparedness and plans
  - Public Libraries Branch Strategic Plan, working on bridge into next year
  - Support for library boards
6. Manager's Report - Laura  
Laura presented the Manager's Report for the period of June – November 2023
7. Financial Report –Laura  
Laura presented the IslandLink financial reports to October 31, 2023
8. Election of Treasurer  
Linda Gilarski was elected Treasurer by acclamation.
9. Strategic Plan

The IslandLink Strategic Plan has been updated to October 2023.

**Motion:** To extend the current Strategic Plan to 2025 to align with the annual funding from the Public Libraries Branch. Moved by Selina Smith; seconded by Shelly Donaldson. Carried

10. 2024 Budget –Laura

Motion: To accept the draft 2024 budget as presented. Moved by Selina Smith; seconded by Tracy Watkins. Carried

11. Other Business

- Bank Account

Laura reported on the progress towards setting up a new bank account with CIBC. A letter of Direction from the Board is required.

**Motion:** To authorize and appoint Laura Beswick (Manager) and Katherine Anderson (Bookkeeper) as the signing officers of the IslandLink Library Federation. Moved by Shelly Donaldson; seconded by Tracy Watkins. Carried

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. 2023 Meetings

The next meeting will be held in person, hosted by Pender Island Public Library. Date to be late May or early June 2023.

**Action:** Laura to work with Carmen to determine possible dates. Laura to send out Doodle Poll to set date.

14. Adjournment

The meeting was adjourned at 3:15 pm.