



**MINUTES OF THE LAS ANNUAL GENERAL MEETING**

**Held on 29 Mar 2008 (Saturday) at 2.00pm at Singapore Polytechnic.**

**Members Present:**

**Life Members:**

- |                           |                            |
|---------------------------|----------------------------|
| 1. Daniel Chan            | 36. Chia Wei Fun           |
| 2. Dexterine Ho           | 37. Chong Yee Ming         |
| 3. Goh, Mary              | 38. Chow Wun Han           |
| 4. Julie Sabaratnam       | 39. Choy Fatt Cheong       |
| 5. Koh Thong Ngee         | 40. Edmund Lee             |
| 6. Kua Ngian Sim, Lena    | 41. Fiona Kwan             |
| 7. Lau Siew Kheng         | 42. Foo Yan Chuein         |
| 8. Law Lin Mui            | 43. Gan Kim Hong           |
| 9. Lee-Chia Meow Hui      | 44. Gee Miaw Miin          |
| 10. Loh Mee Lan           | 45. Glenn HONG             |
| 11. Namazie, Manijeh      | 46. Isabella Trahn         |
| 12. Ng Kim Leong          | 47. Joseph P Kennedy       |
| 13. Ngian Lek Choh        | 48. Kho Su Yian            |
| 14. Ong Hong Kiat         | 49. Khoo Ai Ling           |
| 15. Ong, Esther           | 50. Kim-Chew Ah Too        |
| 16. Peck-Seah Chin Mui    | 51. Kris Lim Siew Choo     |
| 17. Perumbulavil Vilasini | 52. Lam, Winny             |
| 18. Quah Swee Lan         | 53. Lee Cheng Ean          |
| 19. Shanty Coomaraswamy   | 54. Lee, Ivy               |
| 20. Siew Gek Kheng        | 55. Lim Bee Ang            |
| 21. Sylvia Yap            | 56. Lim Eng Kiat, Kenneth  |
| 22. Tan Keat Fong         | 57. Lim Siew Kim           |
| 23. Tan, Doris            | 58. Lin Yung Mei, Amy      |
| 24. Tan, Mary             | 59. Loh Hui Hong           |
| 25. Tye Sek Kuan, Paul    | 60. Loo Lay Yen            |
| 26. Yeo Pin Pin           | 61. Michael C M.           |
| 27. Yeo Puay Chay, Dora   | 62. Mohd Kamil Yusoff      |
| 28. Yeo-Tang I-Sha Isabel | 63. Mustafa Bin Mahadi     |
|                           | 64. Ong Pang Hui           |
|                           | 65. Phoebe Lim Choon Lan   |
|                           | 66. Poh Swee Lian          |
|                           | 67. Pu Fang Ching, Patrick |
|                           | 68. Puspa Yeow             |
|                           | 69. Rokiah Mentol          |
|                           | 70. Seow Hwee Ling         |
|                           | 71. Shaheen Majid          |
|                           | 72. Sim Chuin Peng         |

**Professional Members:**

29. Aaron Tay Chee Hsien
30. Andria Patricia Lannon
31. Annalachumi Sinnatamby
32. Balbindar Kaur Dhaliwal
33. Catherine Tan
34. Chan Chew Ee
35. Chia Wai Ying

- 73. Sim Oi Haw Susanna Marie
- 74. Song-Lim Siew Chin Susan
- 75. Suselarani Kalimuthu
- 76. Tan Kah Ching
- 77. Tan Lay Tin
- 78. Tan Sin Guek
- 79. Tan, Catherine
- 80. Tan, Vivien
- 81. Tang Puay Eng
- 82. Tey Lin Lin
- 83. Tham Wai Fong
- 84. Wan Ho Wah
- 85. Wang, Lina
- 86. Wong Chiew Aun
- 87. Wong Choy Ming
- 88. Wong Kok Ling
- 89. Yeow, Puspa
- 90. Yit Chin Chuan

**Associate Members:**

- 91. Chan Ping Wah
- 92. Fauziah Maarof
- 93. Suriati Mohd Noor
- 94. Yow Wei Chui

**Institutional Members (Libraries)**

- 95. Singapore Polytechnic Library

**Institutional Members (Others)**

- 96. Management Development Institute of Singapore
- 97. Nanyang Academy of Fine Arts

**1. President's Address**

- 1.1 Ms Ngian Lek Choh, President of LAS welcomed the members to AGM and thanked them for their attendance. She went through the agenda for AGM.
- 1.2 In the President's address, Ngian reported the LAS activities of the year. These included talks, workshops, sharing sessions, social activities, including visits to different types of libraries.
- 1.3 She highlighted that the Association and the National Library Board co-organized the Singapore Library Week (1-9 November 2007) event. Guided library tours were open to the public, including visits to Lasalle library, Institute of South East Asian Studies (ISEAS) library, Nanyang Technological University library, Nanyang Polytechnic, NIE library, Ngee Ann Polytechnic, Republic Polytechnic library, Social Service Training Institute Resource Centre (SSTI RC), and Temasek Polytechnic library. LAS contributed to the Supplements in Straits Times and The New Paper published on 1 and 4 November 2007 where the present, former and past LAS Presidents were featured. During the launch of the Singapore Library Week, LAS presented the LAS Lifetime Contribution Award to Mrs Hedwig Anuar, based on the lifetime contributions that she made towards LAS and to the profession.

- 1.4 Another major event organized by the Association was participating in NUS Career Fair. The intent was to promote the profession to fresh graduates. Many of the libraries contributed posters and printed materials for distribution. It was a good opportunity for the Association to promote the profession and work of library professionals to create more awareness of what librarianship is about. Ngian thanked all members who had contributed.

## **2 Minutes of the last AGM held on 17 Mar 2007**

The minutes of AGM 2007 were passed with no further amendments as proposed by Mr Mustafa Bin Mahadi and seconded by Mr Yit Chin Chuan.

## **3 Matters arising from the previous minutes of AGM**

Ngian updated that the IFLA Conference 2010 would be in Brisbane. The other follow-up from the last AGM was on the Professional Development Scheme.

## **4 Annual Report 2007**

- 4.1 Ngian invited members for questions on the Annual Report.

### **4.2 Membership**

Ngian highlighted that membership saw a 40% increase as compared to 2006. She thanked everyone for their continuous support for promoting membership and sought members' support to encourage more to join the Association and to participate in its activities.

### **4.3 Audited Financial Statements**

- 4.3.1 Mr Yit Chin Chuan commented that it would be good to give more details on the earnings and main items for expenditure. Ngian went through the Auditor's Report and gave a summary of the income and expenditures statement of General Fund and its balance. As at 31 Dec 2007, the total fund stood at \$345,439 in the account (Appendix 3, page 4 of the Annual Report). In addition, she went through the expenditure (Appendix 3, page 14).

- 4.3.2 Ngian went through the expenditures and highlighted the main expenditure items. The expenditure of \$4,500 was for the Lifetime Contribution Award and YBP award.

- 4.3.3 Mr Yit asked about about the expenditure amount of \$71,000 being training expenses on conference. He requested for a detailed breakdown of such expenditures and suggested including details as footnotes in the report to inform members.

- 4.3.4 Mr Tan Kah Ching confirmed that a summary breakdown of the expenses incurred for the LAS Conference details were given during the last AGM (please see Minutes of the Annual General Meeting held on 17 Mar 2007, para 5.6).
- 4.3.5 Ms Balbindar Kaur Dhaliwal commented that the interest income on fixed deposit was minimal, and suggested that Council considers exploring with other banks for higher interest. Ngian thanked Ms Balbindar for her feedback and added that the Association will be mindful with the management of funds.
- 4.3.6 Ms Tey Lin Lin highlighted that the former Hon Treasurer, Mr Tan Kah Ching has proposed for Council's consideration to explore other investment opportunities to earn a higher interest from the funds deposited. She said that she had checked with the bank and was exploring various schemes and she would propose to Council on the recommended scheme.
- 4.5 The Annual Report was passed as proposed by Mrs Mary Goh and seconded by Mr Tan Kah Ching.

## 5 Treasurer's Report and Supplementary Accounts for January to March 2008

- 5.1 Ms Tey Lin Lin presented the Treasurer's Report 2007 and the Supplementary Accounts from 1 January to 24 March 2008.

| <b>LAS Supplementary Statement as at 24 Mar 2008</b>                      |                    |
|---|--------------------|
| <b>Statement of Income and Expenditure from 1 Jan 2008 to 24 Mar 2008</b> |                    |
| <b>Income:</b>  | <b>Sum (S\$)</b>   |
| Income from Programmes  | \$1,200.00         |
| Interest from Bank  | \$60.19            |
| Membership 2008 Fee   | \$20,115.00        |
| Sale of Merchandise/Publication   | \$120.00           |
| Sponsorship for LAS Conference 2008                                       | \$24,770.00        |
| <b>Subtotal:</b>  | <b>\$46,272.19</b> |
|   |                    |
| <b>Expenditure:</b>   | <b>Sum (S\$)</b>   |
| Accounting Fee  | \$1,370.00         |
| Auditors' Remuneration  | \$1,003.00         |
| Bulletin & Journal  | \$1,198.40         |
| Career Fair 2008 (Booth/Network Point Access)                             | \$930.90           |
| Course Fee for Training & Development Trainer                             | \$4,000.00         |
| General Expenses  | \$317.40           |
| Renal (LAS Storage Space at NLB & Vanda Room for AGM)                     | \$1,309.68         |
| <b>Subtotal:</b>  | <b>\$10,129.38</b> |
|   |                    |
| <b>(Deficit) / Surplus for the year as at 24 Mar 2008</b>                 | <b>\$36,142.81</b> |

- 5.2 Ms Tey Lin Lin informed AGM that the surplus for the year was \$36,142.81 as at 24 Mar 2008. She highlighted that the main source income were from membership fees. She thanked members for their support and sought their continuous support to encourage more to join the Association.
- 5.3 The main expenditure items were the expenses for trainer's fee for the Training and Development programme. Members enquired about the high cost for paying the trainer.
- 5.4 Members asked for information on the profit for the 2-day training course. Ms Fiona Kwan explained briefly the earning of \$9000 (80 x \$450 per pax). The SMU venue was free. Ms Tey Lin Lin clarified that the net profit was estimated at \$2,000 after the deduction of all expenditures. Mr Choy Fatt Cheong commented that the trainer's fee was reasonable and comparable with industry market rates. It was highlighted that the course was customized. It would cost more for the first year and would usually cost less for subsequent runs. Ms Sylvia commented that as long as there is no loss, there should not be much concern, as even marginal returns or breakeven point courses are still worth the effort, so long as the training programmes achieve the objectives of developing professional skills.
- 5.5 Enquiries from the members for the income and expenditure statement
- 5.5.1 Members enquired who the sponsors were for the LAS Conference of 2008. Ms Catherine Tan informed that the various institutions have helped to secure sponsorships and the amount sponsored varies. Some of the sponsors were YBP Library Services, Dawson, UBS Library Services, Kinokuniya, Thomson Scientific, Emerald, Informa, Elsevier, Swets, SummaryAsia, and PIERS. The list of sponsors and amount sponsored would be listed in the minutes of meeting.
- 5.5.2 Members enquired on the reason for combining the total amount for rental fees for LAS Storage space at NLB and Vanda Room for AGM. They suggested a breakdown for these two expenditure items.
- 5.5.3 Ms Sylvia Yap explained that the Association used to pay NLB \$300 a month for the LAS office located at the Geylang Community Library. The storage is required to store past LAS publications and files. She said that LAS is now renting the storage space at NLB at a low fee of \$62.00 per month. She said that the Association would try to source for the best rate. The room is installed with proper shelving units and air-conditioned.
- 5.6 The audited accounts (Treasurer's report) were passed as proposed by Ms Kho Su Yian and seconded by Ms Doris Tan.

## **6 Proposal for amendment to the LAS Constitution**

- 6.1 Ngian explained to members the rationale for proposing the amendment to move the Council year to start from May or June instead of April. She said that when it comes to closing the Financial Year, the Hon Treasurer had to work through the December period to confirm and close the account. This was not a satisfactory arrangement.
- 6.2 Currently, the account is reviewed half yearly. Lin Lin had checked with auditors and confirmed that there is no issue with the proposed amendment. Ngian explained that she would raise the proposal for amendment to the LAS Constitution formally and table it at the next AGM.
- 6.3 Ngian also confirmed that the proposed amendment would not raise any issue with the Registry of Society.
- 6.4 Ms Sylvia Yap added that when sourcing for the external auditor, the Association was advised to avoid “premium” periods for accountants. She felt that it was a good idea to have the accounting period be pushed later to enjoy a lower accounting fee.
- 6.5 Mr Tan Kah Ching reminded that the proposal for amendment must also outline the plan for shifting the different activities.
- 6.6 The proposal for the change in Constitution would be formalized at the next Annual General Meeting in 2009.

## **7 Proposal to cease printing of LAS Annual Report**

- 7.1 Ngian informed AGM that to save printing cost, Council was considering printing only selected sections of the Annual Report for the AGM.
- 7.2 She mentioned that the full Annual Report would be made available on the LAS website. About 80 members who do not have any form of online access would receive hard copies.
- 7.3 Ms Namazie asked for how long the Annual Report posted on website would be archived. Ngian informed AGM that archival of the LAS website by NLB started last year.
- 7.4 Ms Namazie enquired how long the website would be kept. Ngian explained that, according to her understanding, as it is part of the National Library’s role, it would be kept forever for heritage preservation. Ms Sylvia Yap added that the Annual Report would also be digitized. She informed AGM that the NLB would take care of the digitalization and the digitized materials would be kept in National Library.

- 7.5 Members agreed to the proposal not to print the Annual Report, and only selected sections.

## **8 Any Other Business**

### **8.1 Update on Professional Development Scheme**

- 8.1.1 Ngian invited Mr Choy Fatt Cheong who chairs the PDS Implementation Committee to provide an update on the Professional Development scheme. Members in the Committee comprise representatives of the various libraries.

- 8.1.2 Mr Choy updated that fine-tuning of the point system had been done such as the scale of point system. One of the requirements is for participants to accumulate the 500 points within a year. He said that the plan was to accept applications by December 2008 and start its first award in January 2009. Thereafter, the submission date will be quarterly.

- 8.1.3 The plan to launch the Professional Development Scheme is tentatively scheduled in Jul 2008. Mr Choy informed AGM that the Committee would finalize the webpage that contains the details of the scheme including a guide for applicants and submission forms. This would be posted on the LAS website for members to comment on and to understand how the scheme works. There are plans to hold information sessions with staff members for each library interested in the implementation of the scheme.

- 8.1.4 Mr Choy went through the guide for applicants. He said that the scheme should not be too easy or too difficult for participants. The Committee had done a test of the scheme and it should enable LAS members to attain the award comfortably. He quoted an example where professional reading and self-study are professional activities that is important for the professional, and applicants could get points for this activity, once the evidence is shown to the Award Panel.

### **8.2 Response from members on the scheme**

- 8.2.1 Members enquired why certain development activities carried lower points. Mr Choy said that there are many options for participants to select and applicants are encouraged to have a spread of activities. He urged that members should not spend too much time on the points system and the points allocated for each activity and asked members to consider the overall scheme. He added that the intent is to make the scheme easy for implementation as the success factor depends on the number of participants.

- 8.2.2 Ngian added that said that we should try out the scheme for one year. The Committee would look at the feedback given, but may not tweak the system too much for now. She reiterated that the purpose of the scheme is to give recognition to libraries to keep track of their developmental progress.
- 8.2.3 Members asked about the purpose of the award system. Mr Choy said that once members have accumulated the points, they would be awarded the status of practising librarians with a validity of 2 years.
- 8.2.4 Members commented that 2 years might be too short. Mr Choy shared that in most other practising trades, there is a validity period to qualify as a practising professional. Hence, there is a need to set a validity period. He quoted an example where all doctors have to certify themselves professionally every year.
- 8.2.5 Members asked about the verification process. Mr Choy said that the verification would be based on the evidence to show the training activities undertaken, such as records of participation. Another way is to submit the list and it would be posted on the LAS website. He asked members to give their input if they could suggest other better ways to show evidence for such activities. He highlighted that it also depended on and would reflect on the personal integrity of the professional.
- 8.2.6 Members asked about the benefit of the scheme. Mr Choy said that the participant would need to be a member in order to benefit from the scheme. He said that libraries and employers would likely support and recognize the scheme as it serves as a pre-requisite for a practising librarian and shows the extent of development effort by the professional. He shared that the NLB, NTU, NUS had agreed to implement the scheme in-principle.
- 8.2.7 Ms Yap added that the Association serves as a neutral third party giving accreditation to participating members.

### **8.3 Enquiries on the funding for courses**

- 8.3.1 Members asked about the source of funding for course attendance for participants and how one would qualify to obtain the funding.
- 8.3.2 Mr Choy said that the Association may not have the fund to send participants for training. Members could start with developmental activities that does not involve training fee such as professional reading. He commented that the individual institution could organize more courses to ensure that everyone has the opportunity to attend.
- 8.3.3 Mr Tan Kah Ching informed AGM that there is an existing fund under the LAS Overseas Conference Sponsorship and the LAS-YBP Award scheme. Members can make use of such scheme to seek sponsorship for professional

training and development. He shared that announcements for the sponsorship had been made via email, however there were not many responses.

- 8.3.4 Mr Mustafa Bin Mahadi asked about reading circles as he noticed that it required registration. Mr Choy clarified that interested participants must register their reading circles with the Association. However, this has yet to be approved by the Council. As the Association does not have a full time secretariat, LAS will depend on volunteers to administer this.
- 8.3.5 As the discussion closed, Mr Choy urged that we start implementing soon so that we could learn from the experience.

#### **8.4 Announcements on LAS Events and Activities**

- 8.4.1 Ngian made the announcement to members on the upcoming LAS events and activities. She said that the members would be heavily subsidized by the Association for the Istana Reception and LAS Conference 2008, and alerted all on the registration timeline.
- 8.4.2 She encouraged members to sign up for the LAS Conference that focuses more on inter-library sharing. She shared that LAS might organize such conferences every 2 years with alternate year focusing on local and overseas libraries' sharing. For year 2008, the focus is on local inter-library sharing.

#### **8.5 Preference for schedule for AGM**

- 8.51 Ngian asked members for their preference with regard to the Annual General Meeting to be held on Saturday morning. The following are the options:
- Option 1: to hold AGM on a Saturday morning, 9am with breakfast served
- Option 2: to hold AGM on a Saturday morning, 10am and end with lunch served
- Option 3: to hold AGM on a Saturday or Saturday afternoon, with lunch (12-2pm) and start AGM at 1.30pm.
- 8.5.2 There were very few takers for Option 1 and 3. The majority opted for Option 2.

**9 Closing of AGM**

Ngian thanked the Council for the whole year's work and members for their support and time in attending the Annual General Meeting.

The meeting adjourned at 4.00 pm.

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Recorded by Ms Kris Lim Siew Choo

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Vetted by Ms Ngian Lek Choh

Hon Secretary

President