

Minutes of the LAS Annual General Meeting held on 14 May 2011 (Saturday) at 10.00am at Hotel Furama City Centre.

Members Present:

Life Members:

1	Chan Thye Seng Daniel	46	Kow Yu Geraldine
2	Ch'ng Kim See	47	Lee Chee Beng, Edmund
3	Ko Yun Chin	48	Lee Cheng Ean
4	Lau Siew Kheng	49	Leo Joon Meng
5	Lee-Chia Meow Hui	50	Lim Chiew Aun
6	Loh Mee Lan	51	Lim Eng Kiat Kenneth
7	Ngian Lek Choh	52	Lim Kim Cheng Lynette
8	Ong Hong Kiat	53	Lim Siew Chin Susan
9	Ong Wooi Cheen Esther	54	Lim Woon Noi Annie
10	Peck-Chin Siat Mui	55	Lim Choon Lan Phoebe
11	Quah Swee Lan	56	Lin Yung Mei
12	Siti Hanifah Mustapha	57	Loh Hui Hong
13	Soh Jenny	58	Loo Lay Yen
14	Tan Keat Fong	59	Mohamed Zarinah
15	Teo Peck Lin Judy	60	Munoo Rajendra
16	Wan Lye Tim	61	Mustafa Mahadi
17	Yap Swee Beng Sylvia	62	Nurhazman Abdul Aziz
18	Yeo Isabel	63	Poh Swee Lian
19	Yeo Pin Pin	64	Pu Fang Chiong Patrick
		65	Ramakrishnan Ramaravikumar

Professional Members:

20	Aljunied Sharifah Zahra	66	Seah Eng Kiat
21	Binti Akil Norain	67	Sim Chuin Peng
22	Briquet Magali	68	Sim Soek Cheng Carol
23	Cheong Mei Sheung Mercedes	69	Soh Lin Li
24	Chia Ka-Yin Janice	70	Tan Catherine
25	Chia Wai Ying	71	Tan Ching Ling Angela
26	Chia Wei Fun	72	Tan Geok Kee
27	Chow Wun Han	73	Tan Huei-Ling Vivien
28	Choy Fatt Cheong	74	Tan Lay Tin
29	Davidson Scott	75	Tan Wah Enn
30	Dhaliwal Balbindar	76	Tay Chiew Boon
31	Er Lai Kuan	77	Tay Sok Cheng
32	Foo Yan Chuin	78	Turner Saralee Katherine
33	Gan Kim Hong	79	Wan Ho Wah
34	Gee Miaw Miin	80	Wegener Debby Regina
35	Goh Su Nee	81	Wong Choy Ming
36	Ilangovan Malarvele	82	Wong Kah Wei
37	Kam Mi-Kyeong	83	Wong Oi May
38	Kamaludeen Mohamed Rafi	84	Wong Winnifred
39	Kan Sok Cheng	85	Yap Clara
40	Kennedy Joseph	86	Yeoh Seok Kwan
41	Khoo Ai Ling	87	Yeow Puspa
42	Khoo Soo Guan Christopher	88	Yin Yee Ying Yvonne
43	Kim-Chew Ah Too	89	Yit Chin Chuan
44	Koh Hwee Keng	90	Yuan Ye
45	Kong Leng Foong		

Associate Members:

- 91 Ma'arof Fauziah Binti
- 92 Chew Shu Wen
- 93 Chow Chai Khim
- 94 James Cecilia
- 95 Jayapal Umarani
- 96 Lim May Ling
- 97 Ng Chee Yong
- 98 Ng Huan Lan, Elis
- 99 Ng Yen Ping, Lynn
- 100 Ng Pui San
- 101 Ser Giok Eng
- 102 Tan Swee Geok Pauline
- 103 Tong Mei Chun Cindy
- 104 Wee Jee Foon Joan
- 105 Wen Di
- 106 Winoto Grace
- 107 Wong Wai Kit
- 108 Xu Su, Doreen
- 109 Yuen Foon Yee Caroline

Institutional Members:

- 110 Loh Caroline
- 111 Salleh Norimah
- 112 Tan Jessie

1. President's Address

- 1.1 Puspa thanked members for making time to attend the AGM. She highlighted efforts by the Council to have at least one event each month such as talks, visits and training. There are also annual flagship events such as the LAS Awards ceremony and the recent Libraries for Tomorrow 2011 seminar. She also highlighted enhancements such as LAS web revamp and online membership renewal and payment.
- 1.2 She commended the Training & Development committee for delivering 5 modules of the LAS-WSQ Level 2 courses for para-professionals. A total of 168 certificates of attainments have been issued.
- 1.3 Puspa reported that we now have 115 members with Practising Professional (PP) status and called for more participation and support by libraries. A total of 24 were awarded PP status for period of Jan 2011 to Dec 2012.
- 1.4 Puspa announced that LAS and NLB have made a bid for IFLA 2013 and the winning bid would be announced in August 2011 at the IFLA conference. The aim for making the bid was to boost the visibility of our library profession and to provide opportunity for our local and regional librarians and information service providers to attend this world conference. Puspa added that the IFLA 2013 bid had strong support from government agencies such as STB, MICA and MFA. She added that should we win the bid, strong support would be needed from libraries and LAS members. Puspa also thanked the Professional & International Relations (PIR) of the NLB for coordinating an impressive bid report and for showcasing Singapore during the IFLA delegation site visit.
- 1.5 She commended the Council members, PDS Committee, Awards Panel and Competency Standards Development for their commitment and contributions. She also thanked the chief librarians and fellow members for their strong support.

2 Minutes of the Last AGM held on 15th May 2010

- 2.1 The following error in name was noted:
 - "Siti Hanifah Mustapah" should be "Siti Hanifah Mustapha".
- 2.2 The minutes of AGM 2010 were passed with the above correction noted. It was proposed by Ms Siti Hanifah Mustapha and seconded by Mr Choy Fatt Cheong.

3 Matters arising from the previous AGM

- 3.1 Puspa presented the follow-up action done for matters raised at previous AGM.

Refer to Para	Matters Arising	Action By	Action Taken & Status
1.	Matters arising from previous AGM		

Refer to Para	Matters Arising	Action By	Action Taken & Status
1.1	With regards to para 5.9 on suggestion to advertise names of members with incomplete particulars, Puspa reported that the Membership Committee had updated the membership database and found that only 3 life members had no contact particulars. Membership Chair would liaise with other members on getting their contacts.	Membership Chair	All 3 life members have been traced with help from LAS members.
1.2	Mr Choy suggested to have either an Action By column in the minutes or a separate document for Matters Arising. Puspa thanked Mr Choy for the suggestion.	Hon Secretary	Have added Action By under relevant para within minutes as well as created this Matters Arising document.
2.	<u>Annual report 2009</u>		
2.1	Mr Idris Rashid commented that the PDS Board and the PDS Working Committee should no longer be considered as ad hoc committees. He also suggested that the Online Community working group be set up as an adhoc committee.	Council	Council has appointed the PDS Board and LAS Awards Panel as standing committees. The PDS Working Committee will be a standing sub-committee of the PDS Board.
3.	<u>Treasurer's Report</u>		
3.1	<p>Yit presented the balance sheet as at 31 December 2009 which was found on page 4 of the financial statements. He highlighted the Development fund of \$88,771.00 under Accumulated Funds, and appealed to members for information on when the fund was created and for what purpose. Mr Choy Fatt Cheong responded that the Development Fund would be for the acquisition of a building for LAS but this notion was dropped when construction and land costs went up over the years. Yit replied that this "Development Fund" was a logical fund and had no relations to the LAS Development Fund Bank Account that Mr Choy was referring to as the amounts did not tally. On page 15 of the appendix, the definition of Development Fund did not include mention of a building and highlighted that the fund has been static over the years –</p> <p>“Development fund relates to fund set aside for: (i) provision of awards for contributions to the profession, (ii) the sponsorship for professional development of LAS members, and (iii) the development of the LAS Secretariat. “</p> <p>He would investigate this further and report to the Council.</p>	Treasurer	<p>As a follow up to the Development Fund which was discussed at AGM, Yit informed that from his investigation on past LAS records, the Development Fund amount of \$88,771.00 was created in 2001. In 2001, beside the General Fund, there were the Development Fund and the Bernice M. Weise fund with combined total of \$174,967. A sum of \$82,288 was transferred from the Development Fund to the General Fund while the Bernice fund was closed. Yit reported that he could not find bank statements or records that tallied with the reported amount of \$88,771.00. As such, the Development fund could be logical in nature as the funds did not exist in physical bank accounts. Council agreed to proposal to remove mention of this Development Fund in next year Financial report.</p> <p>- Minuted 23 Jul 2010 (LAS Council Meeting)</p>

Refer to Para	Matters Arising	Action By	Action Taken & Status
3.2	Idris commented on whether LAS should also consider other forms of investment to grow the funds – e.g. government bonds. Yit suggested the formation of a team of financial investment savvy LAS members to study the various investment options and submit a proposal to the Council. Mr Joe Kennedy indicated his interest in participation in this team.	Council	An adhoc LAS Investment Study Committee was formed. See Annual report 2010 on committee's report.
3.3	Referring to Income breakdown on page 15, Ms Manijeh Namazie queried on why the membership fee collection for 2009 has dropped. Yit explained that the accounts were from Jan to Dec 2009 and did not include membership renewal fees received after Dec 2009. Ms Soh Lin Li added that there were now more individual members than institutional members, which could contribute to the drop in income from membership fees. Idris suggested to find out why institutional membership has fallen as this has significant impact on the association.	Membership Chair	With regards to drop in institutional membership, Lin Li explained that the drop came mainly from school institutional members. She will look into promoting school institutional membership. - Minuted 23 Jul 2010 Lin Li updated that she had asked MOE Heritage Centre to promote to all Schools for School membership. - Minuted 24 Sep 2010 (LAS Council Meeting)
4.	<u>Proposal for amendments to the LAS Constitution</u>		
4.1	In response to Puspa' s query on whether the Joint Liaison Council should be retained, Mr Choy suggested to keep the Article to reflect the history of the LAS cross-border relations and in view of possible future collaborations. Idris added that besides making the proposed amendment, Council should make effort to maintain contacts with the PPM. Puspa explained that there were plans to initiate a meeting or a library visit to Malaysia.	Council	During the LAS study trip to KL in Nov 2010, a meeting with PPM was held to re-initiate LAS-PPM ties. Council members Puspa Yeow, Catherine Tan, Susan Lim and Isabella Trahn were members of the Singapore delegation.

- 3.2 Mr Choy Fatt Cheong queried on whether there are any plans for LAS to work together with the PPM and suggested a one-off joint conference. Ms Ch'ng Kim See commented that it would be a good idea to revive liaison and suggested a joint conference every 5 years. Ms Ngian Lek Choh suggested holding a meeting with PPM every 3 years to maintain ties. Ms Sylvia Yap added that it would be good to have a social event first to build relationship with PPM. Puspa thanked members for the suggestions which would be passed on to the next Council to consider. She shared that at the Nov 2010 KL visit, majority of the PPM Council members had turned up to meet them.

Action by: Council (2011 – 2013)

4 Annual Report 2010

- 4.1 The meeting went through the Annual Report 2010 and members' comments were sought.
- 4.2 Puspa highlighted the key areas of LAS activities and the responsibilities and contributions made by each committee.

- 4.3 Puspa also explained the membership benefit of offering to LAS members a 1-year membership for the Kinokuniya Privilege Card valued at \$20 or a \$20 Kinokuniya voucher.
- 4.4 There being no further queries and amendments, Ms Sylvia Yap proposed to accept the annual report and Ms Gee Miaw Miin seconded proposal.

5 Treasurer's Report

- 5.1 Mr Yit Chin Chuan presented the accounts statement report and expenditure breakdown for 2010. Please refer to Appendix C of the LAS Annual Report 2010.
- 5.2 He went through page 14 of the statement report. Ms Gee Miaw Miin queried on why the fixed deposits for 2009 increased by over \$200,000 in 2010. Yit replied that in 2009, the General Fund had more than \$400,000 and that for the normal operations for LAS annually we would not need more than \$200,000, so \$200,000 was transferred into a timed deposit so that interest could be obtained rather than leaving large sums of money within the current account (which did not get interest).
- 5.3 Ms Sylvia Yap suggested to split the fixed deposits across a few banks. Yit replied that the interest rate difference is not much across banks and additional costs are incurred in maintaining various bank fixed deposits. External auditors require banks to issue to them directly the statement of accounts and the banks levy charges on such requests.
- 5.4 In response to query by Ms Ch'ng Kim See on why the development fund has remained constant at \$88,771 for past 2 years (see page 4 of statement), Yit replied that this amount is actually part of the General Fund and that the Development Fund is a virtual fund that was set aside. Kim See suggested removing the Development Fund if it is not growing and since it is a virtual fund.

Action by: Hon Treasurer (2011-2013)

- 5.5 Ms Siti Hanifah proposed to pass the Treasurer's report and this was seconded by Ms Gee Miaw Miin.

6. LAS Website

- 6.1 Rafi presented the revamped LAS website and encouraged members to visit the website which now has a switch feature between regular and mobile theme.

7. Online Community Update

- 7.1 Lin Li updated on the project status for Online Community and presented mock-ups of some screens. She encouraged members to email her any feedback or suggestions. In response to Mr Joe Kennedy's query on when the existing Law Community portal would be shutdown, Lin Li replied that the contract for the existing community portals used by LAS has been extended beyond this year. Ms Ngian Lek Choh commented that the Online Community project will not be viable to continue if there is low usage. She encouraged greater usage by members.

8. Elections for LAS Council 2011/ 2013

8.1 Puspa announced that nominations for all but the Treasurer's post have been received.

NOMINATIONS CHART FOR COUNCIL ELECTION (YEAR 2011/2013)

POST	Nominee	Organization	Nominated by	Seconded by
President	Gene Tan Hwee Yong	National Library Board	Ngian Lek Choh	Judy Teo Peck Lin
Immediate Past President	Puspa Yeow	Temasek Polytechnic	---	---
Vice-President	Lee Cheng Ean	National University of Singapore	Kim-Chew Ah Too	Patrick Pu
Hon Secretary	Soh Lin Li	National Library Board	Judy Teo Peck Lin	Ngian Lek Choh
Asst Hon Secretary (Chair, Membership)	Khoo Ai Ling	Singapore Polytechnic	Wan Lye Tim	Kamaludeen Mohamed Rafi
Hon Treasurer				
Council member	Pu Fang Chiong, Patrick	National University of Singapore	Sim Chuin Peng	Lin Yung Mei, Amy
Council member	Loh Hui Hong	Temasek Polytechnic	Esther Ong	Yap Clara
Council member	Yit Chin Chuan	National Library Board	Judy Teo Peck Lin	Ngian Lek Choh
Council member (Chair, Special Libraries Section)	Debby Regina Wegener	Temasek Polytechnic	Winnifred Wong	Tay Chiew Boon
Council member	Janice Chia Ka-Yin	Nanyang Technological University	Isabella Doris Trahn	Choy Fatt Cheong
Council member	Nurhazman Abdul Aziz	Nanyang Technological University	Tint Hla Hla Htoo	Wang Lina

8.2 A call for AGM members to take up the Treasurer's post was made. Mr Choy Fatt Cheong proposed Ms Susan Song-Lim for Treasurer and Ms Yeoh Seok Kwan seconded proposal.

9. Elections for Special Libraries Section Committee 2011/2013

9.1 Nominations were received for all posts in the Special Libraries Section Committee:-

NOMINATION TO SPECIAL LIBRARIES SECTION COMMITTEE (Year 2011/2013)

POST	Nominee	Organization	Nominated by	Seconded by
Chairman	Debby Regina Wegener	Temasek Polytechnic	Winnifred Wong	Tay Chiew Boon
Immediate Past Chairman	Susan Song-Lim	Monetary Authority of Singapore	---	---
Hon Secretary	Tay Chiew Boon	National Library Board	Gee Miaw Miin	Chow Wun Han
Committee member 1	Carol Sim Soek Cheng	Nanyang Academy of Fine Arts	Susan Song-Lim	Dexter Chee Siang Lin
Committee member 2	Charlotte Gill	SMU, Li Ka Shing Library	Joseph Kennedy	Rajendra Munoo
Committee member 3	Manimekalai Thirumalai	National Library Board	Tay Chiew Boon	Shanty G Coomaraswamy

9.2 Puspa called out the names of the new SLS Committee members present to introduce them to the AGM members.

10. Change of Office Bearers

10.1 AGM passed the changes for the following Office Bearers:-

President	- from Puspa Yeow	to Gene Tan Hwee Yong
Vice-President	- from Gene Tan Hwee Yong	to Lee Cheng Ean
Hon Secretary	- from Wong Choy Ming	to Soh Lin Li
Treasurer	- from Yit Chin Chuan	to Susan Song-Lim
Asst Hon Secretary	- from Soh Lin Li	to Khoo Ai Ling

10.2 This was proposed by Mrs Esther Ong and seconded by Gee Miaw Miin.

10.3 Puspa invited the newly elected LAS Council members to come on stage so that she could introduce them to AGM members. She announced that Ms Joan Wee would be co-opted to the Council. Cheng Ean on behalf of Gene announced that the new Council will strive to do better than previous councils.

10.4 On behalf of the members, Sylvia thanked the outgoing Council for their contributions to LAS.

11. Appointment of Internal Auditor

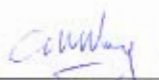
11.1 Puspa thanked Mr Mohamed Kamil Yusoff for contributing his services as LAS Internal Auditor for 2009 – 2011. She announced that Mrs Wong Chiew Aun has proposed Ms Chia Wai Ying, also from Nanyang Polytechnic Library, to take up the LAS Internal Auditor post. This was seconded by Ms Susan Song-Lim.

12. Closing of AGM


12.1 Ms Elaine Ng, newly appointed Chief Executive of NLB, was invited to speak with LAS members. She reiterated NLB's support for LAS and hoped to strengthen the relationship with LAS.

12.2 Ms Susan Song-Lim, emcee for the AGM, closed the meeting and invited members to the help themselves to the buffet lunch provided.

The meeting adjourned at 12:30pm.



Recorded by Ms Wong Choy Ming
Hon Secretary



Vetted by Ms Puspa Yeow
President