

**MINUTES OF THE LAS ANNUAL GENERAL MEETING HELD ON 14 MAY 2016 AT THE NATIONAL GALLERY SINGAPORE, 9.00 AM – 1.00 PM**

**Members Present:**

Lifetime Members:

1. Chan Thye Seng, Daniel
2. Lee-Chia Meow Hui
3. Loh Mee Lan
4. Siti Hanifah Mustapha
5. Teo Peck Lin Judy
6. Thavamani Ratnasamy
7. Isabel Yeo
8. Wan Lye Tim
9. Yeo Pin Pin

Professional Members:

10. Samantha Ang
11. Cheng Eng Aun
12. Chew Shu Wen
13. Chor Poh Chin Jennifer
14. Steven Chow
15. Chow Wun Han
16. Choy Fatt Cheong
17. Dianne Cmor
18. Gulcin Cribb
19. Dahlia Shamsuddin
20. Scott Davidson
21. Du Juan
22. Er Bee Eng
23. Gandhimathy Durairaj
24. Gee Miaw Minn
25. Herman Felani bin Md Yunos
26. Hong Sau Ching
27. Iftikhar Hayat
28. Kam Mi-kyeong
29. Kamaludeen Mohamed Rafi
30. Kalimuthu Suselarani
31. Kan Sok Cheng
32. Kho Su Yian
33. Khoo Ai Ling
34. Kim-Chew Ah Too
35. Koh Hwee Keng
36. Kong Leng Foong
37. Debra L'Angellier
38. Lee Cheng Ean
39. Edmund Lee
40. Lim Choon Lan Phoebe
41. Lim Junhao Edward
42. Lim Li Sa Rachel
43. Lynette Lim

48. Low Ke Khoon
49. Low Lay Hong
50. Manimekalai Thirumalai
51. Malarvele Ilangovan
52. Men Yali
53. Mustafa Mahadi
54. Ng Chee Yong
55. Ng Mee Ling
56. Norain Binte Akil
57. Ong Peik Keng
58. Caroline Pang
59. Poh Siew Lian
60. Priyanka Sharma
61. Patrick Pu
62. Puspa Yeow
63. Seah Eng Kiat
64. Carol Sim
65. Soh Boon Ming Galvin
66. Hedren Sum
67. Sun Shengbo
68. Florence Tan
69. Tan Poh Lay
70. Tan Sin Guek
71. Aaron Tay
72. Tham Wai Fong
73. Tint Hla Hla Htoo
74. Toh Kim Kee
75. Tse Ming Wai
76. Umarani Jayapal
77. Venkatachalam Kannadasan
78. V Somasundram
79. Joan Wee
80. Bethany Wilkes
81. Wong Choy Ming
82. Jenny Wong
83. Wong Kae Perng Jacky
84. Wong Oi May
85. Vincent Wong
86. Winnifred Wong
87. Wu Yao Yao
88. Clara Yap
89. Ian Yap
90. Yeoh Seow Kwan
91. Yit Chin Chuan
92. Yvonne Yin
93. Zubaidah Mohsen

- 44. Shirley Lim
- 45. Lin Yung Mei
- 46. Hazel Loh
- 47. Loh Hui Hong

Associate Members:

- 94. Cheng Chee Keong
- 95. Lyndia Cheng
- 96. Fauziah Ma'arof
- 97. Foo Yew Lee
- 98. Sheila Ho
- 99. Lim May Ling
- 100. Lim Siu Chen
- 101. Ruhaida Binte Mohamed Elah
- 102. Sheryl Hanalee Valerio
- 103. Grace Winoto
- 104. Yuen Foon Yee, Caroline
- 105. Yow Wei Chui

Affiliate Members:

- 106. Ng Huan Lan, Elis
- 107. Ser Giok Eng
- 108. Cindy Tong

Institutional Members:

- 109. Idris Rashid
- 110. Cecilia James
- 111. Leo Joon Meng
- 112. Caroline Loh
- 113. Katherine Ng

Retiree Members:

- 114. Poh Pang Hui
- 115. Susanna Marie Sim

## **1 President's Address**

- 1.1 Mrs Judy Ng shared the two focus areas for 2015-2017: (1) raising awareness and profile of the profession, and (2) training and development.
- 1.2 Mrs Ng shared that the Council would work on raising awareness and profile of the profession through outreach and publicity. One example was to promote the Association to new staff during new staff orientation programmes. The continuous efforts by the Council had resulted in an 8% increase in the Professional and Associate memberships (as of December 2015).
- 1.3 Mrs Ng also shared that gaining new skills and competencies was of paramount importance. The advancement of technology and new media had changed the landscape of how information was transferred and used. This had great impact on the way librarians search, deliver, collect and archive information.
- 1.4 As such, it was crucial that libraries and library staff were equipped with analytic tools and skills to study customer profiles, usage patterns and customer behavioral patterns. With such technological enablers and information, libraries would be able to make more informed decisions in their curated contents to meet customers' needs.
- 1.5 Mrs Ng urged everyone to take ownership of their own professional development and LAS would work towards organising more relevant talks and workshops to support members' learning journey. She highlighted the upcoming "*Smart Libraries for Tomorrow*" conference on 20 Sep 2016 at Matrix Auditorium@Biopolis, encouraged members to submit papers and sign up for the conference.

## **2. Minutes of Last AGM Held on 23 May 2015**

- 2.1 The minutes of last AGM held on 23 May 2015 was passed with no amendment. It was proposed by Mr Choy Fatt Cheong and seconded by Ms Gulcin Cribb.

### 3. Matters Arising from Previous AGM

	<b>Matters Arising</b>	<b>Action By</b>	<b>Action Taken &amp; Status</b>
5.12	Mrs. Lee concluded that LAS had paid a lot of taxes and we definitely need to grow our money and also to grow our members to have opportunities to go for conferences, or to attach and learn from other libraries, and we definitely continues to debate for the best of the association and our members. The next Council will take this on.	Treasurer	To seek members' vote for an adhoc Investment Study Committee to invest \$300,000 in a capital protected investment to yield \$5,000 in two years.

3.1 Ms Siti Hanifah Mustapha asked what types of investments and whether it was similar to those fund investments of DBS and POSB.

3.2 Mrs Judy Ng responded that the Finance Committee was still in the exploratory stage and had not confirmed anything. The Finance Committee was seeking members' endorsement to invest \$300K at this AGM. More details were documented under item 7 and item 10.

### 4 Annual Report 2015

4.1 Ms Lim Li Sa went through the key highlights in the Annual Report 2015.

4.2 The Annual Report 2015 was passed without amendment. It was proposed by Ms Gulcin Cribb and seconded by Ms Hazel Loh.

### 5 Treasurer's Report

5.1 Mr Edward Lim presented the 2015 financial report highlighting that the top three sources of revenue came from (1) membership (constituted almost half of the revenue), (2) training, and (3) sponsorship.

5.2 However the revenue from sponsorship was much lower in 2015 as compared to 2014 as the high revenue in 2014 was attributed to the increased number of sponsorship received for the 2014 "*Libraries for Tomorrow*" conference.

5.3 The two key expenses came from (1) events and (2) training.

5.4 Mr Lim highlighted that "tax fee" in the report referred to the cost paid to the accountant for the preparation of the tax return submission to IRAS.

5.5 LAS paid a total of \$334 tax to IRAS in 2015. As of 31 Dec 2015, LAS has a total of \$629,219 in net assets.

5.6 Mr Yit Chin Chuan suggested amending the word “income” to “revenue”. He also commented that as advised by IRAS, LAS was registered under a business entity as it was more cost-effective. As a business entity, LAS was not required to pay income tax but would only be taxed on profits (revenues – expenses). So the proposed change of term from “income” to “revenue”.

5.7 The financial report was passed with amendment as proposed by Mr Yit Chin Chuan and seconded by Ms Yeo Pin Pin.

## **6 Auditor for LAS Financial Matters**

6.1 The meeting also sought for endorsement to re-appoint the current auditor, HLB Atride LLP for the 2016 Fiscal Year to manage LAS’ financial matters. This was proposed by Mrs Lee Cheng Ean and seconded by Ms Gee Miaw Minn.

## **7 Investment Funds/Value**

7.1 Mr Edward Lim led the action item from the last AGM’s meeting seeking members’ vote for an adhoc Investment Study Committee to invest \$300K in a capital protected investment to yield \$5,000 in two years.

7.2 Queries generated from the discussion:

- Which funds to draw from to make up the \$300K?
- Was there a need to decide which funds to use (\$100K from cash and \$200K from the fixed deposit)? Or should the decision be evaluated together with the investment proposal and be presented by the Investment Committee in the next AGM?
- Could we keep the understanding simple, that is, to allow the investment committee to look into the sum of \$300K? The rest of the details should be presented in the next AGM by the Investment Committee.
- The phrase “to invest” in the voting slip did not match what was presented in the presentation deck as the action “to invest” was different from the action “to look into”.
- If the intent was to seek endorsement “to invest”, then there was no need for the Council to present the plan in the next AGM.
- The voting slip stated the investment option as “capital protected investment” and this would restrict other investment options such as investment in training.

7.3 Mr Idris Rashid suggested that the investment committee should be allowed to propose beyond traditional investment, for example, investment in development of training business.

7.4 Members proposed to re-word the statement in the voting slip as the statement was not clear and created many different interpretations.

7.5 Mrs Lee Cheng Ean clarified that the meeting had already agreed to form an adhoc committee in the last AGM, and the proposal in this AGM was to seek endorsement to look at investment options with \$300K.

7.6 Mr Choy Fatt Cheong proposed that the agenda to be adjourned for the committee to re-craft the statement before the members took a vote via show of hands. The meeting agreed to Mr Choy’s proposal.

## **8 Presentation of Award**

### 2016 LAS Overseas Professional Development Sponsorship

- 8.1 The award went to Ms Chow Chai Khim from the NUS Libraries to attend the 8<sup>th</sup> Qualitative and Quantitative Methods in Libraries International Conference (QQML 2016): "*Exploring Trends and Challenges on Building the Future Libraries*" in London. She would conduct a sharing session for LAS members upon return.
- 8.2 Mr Steven Chow received the award on behalf of Ms Chow as she was unable to attend the award ceremony.

### LAS-WLIC Grant

- 8.3 The grant was awarded to Ms Joan Wee from the NTU libraries to attend the IFLA conference in Columbus Ohio, USA. She would conduct a sharing session for LAS members upon return.

### 2015 Library School Scholarship

- 8.4 The "*2015 Library School Scholarship*" was won by Ms Sheryl Halalee P. Valerio in recognition of her initiative and impressive accomplishments to date and her potential for making significant contributions to librarianship in the years ahead.

### 2015 LAS Outstanding Newcomer Award

- 8.5 This award was given to Mr Hedren Sum Wai Yuan for his notable accomplishments in a short time in creatively helping to transform the role of the librarian at the NTU libraries, his efforts to reach a global audience, and his active community involvement.

### 2015 LAS Passion Award

- 8.6 "*2015 LAS Passion Award*" went to Mr Ian Yap for his selfless devotion and endless contributions to public libraries and the library profession in Singapore and overseas.

### 2015 LAS Professional Service Award

- 8.7 Mr Aaron Tay Chee Hsien was recognised for his dedication to the profession and willingness to share his knowledge, ideas and thoughts.

### 2015 LAS Lifetime Contribution Award

- 8.8 LAS was privileged to honour Ms Ch'ng Kim See with the "*2015 LAS Lifetime Contribution Award*" for devotion to the library profession in Singapore and abroad and her contribution to enhancing the understanding of Southeast Asia.
- 8.9 Mrs Lee Cheng Ean received the award on behalf of Ms Ch'ng as she was not able to attend the award ceremony.

**9 (Re-visit) Investment Funds/Value**

9.1 The voting statement had been re-worded and the discussion resumed after the awards presentation.

9.2 Mrs Judy Ng called for members' votes through show of hands if they disagreed to: *"To give the Committee the go ahead to study investment options for \$300K and present options at the next AGM"*.

9.3 There was no disagreement and the meeting voted for the committee to proceed to study investment options for \$300K and to present options at 2017 AGM.

**10 AOB**

10.1 There being no other matters, Mr Yit Chin Chuan proposed to close the AGM and seconded by Mrs Lee Cheng Ean.

10.2 The meeting ended at 11.15 am.



Recorded by:

Ms Lim Li Sa

Honorary Secretary



Vetted by:

Mrs Judy Ng

President