

MINUTES OF THE LAS ANNUAL GENERAL MEETING (AGM) 2023 HELD ON 13 MAY 2023, AT HOLIDAY INN ORCHARD CITY CENTRE, ORCHID BALLROOM, 10.30 AM – 1.30 PM

Present

Professional Life Members	
1	Amarjeet Kaur Gill
2	Ho Soo Miang Dexterine
3	Teo Peck Lin Judy
4	Wan Lye Tim

Professional Members			
5	Alicia Yeo	39	Manimekalai Thirunalai
6	Ang Seow Leng (by proxy)	40	Ng Hui Ling
7	Barbara Quek Swee Kuan	41	Norain Binte Akil
8	Chai Yee Xin	42	Noverinda Bella Ratmelia
9	Cheng Eng Aun	43	Ong Hong Kiat
10	Chor Poh Chin Jennifer	44	Pang Soo Ling Caroline
11	Chow Chai Khim	45	Pek Leng Leng Sara
12	Chow Wun Han	46	Poh Pang Hui
13	Damian Wang (by proxy)	47	Puspa Yeow
14	Debby Wegener	48	Raihana Hussain
15	Foo Yan Chuin	49	Ratnala Sukanya Naidu (by proxy)
16	Gee Miaw Miin	50	Rajendra Munoo
17	Goh Yu Mei	51	Raneetha Rajaratnam
18	Goh Su Nee	52	Rindra Ramli
19	Hazel Loh	53	Sadie-Jane Nunis
20	Ho Yen Wah	54	Saihin Bin Mohammed Ali
21	James Wong Hong Kang	55	Samantha Seah (by proxy)
22	Jessie Yak	56	Sarah Ruslan (by proxy)
23	Joan Wee (by proxy)	57	Scott Davidson
24	Jonathan Pradubsook	58	Shameem Nilofar Maideen
25	Joseph Paul Kennedy	59	Shirley Lim Keh Lee
26	Kam Mi-kyeong	60	Shrianjani De Alwis
27	Kamaludeen Mohamed Rafi	61	Sim Soek Cheng Carol
28	Kan Sok Cheng (by proxy)	62	Soh Lin Li
29	Khoo Ai Ling	63	Sun Shengbo
30	Kimmy Xing Yidong	64	Tan Chui Peng
31	Kong Leng Foong	65	Tan Hwee Yong Gene
32	Lee Cheng Ean	66	Tham Wai Fong
33	Lim Choon Lan Phoebe	67	Tse Ming Wai
34	Lim Kim Chheng Lynette	68	Viki Chua
35	Lim Puay Ling	69	Vincent Wong
36	Lim Suet Ting Benita	70	Wong Oi May
37	Lo Wan Ni	71	Wong Pei Hong Jenny
38	Malarvele Ilangovan	72	Yin Yee Ying Yvonne

Institution Members		Represented by
74	National Library Board	Tey Hwee Chen
75	Singapore Management University	Devika Sangaram
76	Temasek Polytechnic	Puspa Yeow

Associate Members	
77	Alex Foo
78	Priscilla Lee
79	Jacqueline Lee
80	Caroline Yuen Foon Yee

1 Opening remarks

- 1.1 Emcee Ms Shameem Nilofar Maideen welcomed members to the meeting and made some housekeeping announcements.

2 President's Opening Address

- 2.1 LAS President Dr Sadie-Jane Nunis welcomed all LAS members to the AGM. She expressed her appreciation to Asia Pacific Business School Librarian Group (APBSLG) for their generous donation to LAS, and also thanked the three award recipients for 2022 for donating part of the award money back to LAS.
- 2.2 She also thanked all volunteers - the committee chairs, sub-committee members for their dedication and commitment, and everyone who helped out at LAS events when called upon.
- 2.3 Last but not least, she expressed her heartfelt thanks to the Council members for their time and hard work in making the past two years a memorable experience.

3 Minutes of Last AGM held on 21 and 28 May 2022 and matters arising

- 3.1 The minutes of last AGM had been disseminated to Members via email on 4 April 2023.
- 3.2 Matters arising from last AGM and action taken:

Matters arising	Action taken
Item 10.3 - Merger of the Passion and Professional Awards Dr Nunis made a new proposal which was to leave the awards as is for the year 2022.	Nomination has been received this year for Passion Award and Professional Award. The Council had deliberated and

However, she suggested that if nomination is still not forthcoming, the proposal would be revisited at the next AGM with the revised criteria presented.	would keep the awards status quo and separate.
Item 11.1.3 - To reinstate the Investment Committee and to empower the Committee to make decisions on behalf of the Association	The Council is completely open to this and welcome any member to volunteer to relook at the investment portion.

3.3 The minutes and matters arising were passed with no amendment. It was proposed by Ms Puspa Yeow and seconded by Ms Raneetha Rajaratnam.

4 Treasurer's Report

4.1 Audited Financial Statement

Honorary Treasurer Ms Ng Hui Ling presented on the highlights of the financial statement 2022. (The audited financial statement has been disseminated to members via email on 4 April 2023).

4.2 Association's Revenue

4.2.1 The total revenue for 2022 stands at S\$19,509, which was received mainly from membership fees. It continued to be low as there were no major paid events or training and the income from membership have been stagnating. Investments have also not been doing well due to the current market condition.

4.2.2 It was noted that while there were some good personal FD rates, the same could not be said with corporate FD rates. Also, any additional amount resulted from the switch to another bank would have been alleviated by the extra administration fees imposed by the bank. With a constantly rotating voluntary Council team, it was not a viable option.

4.3 Association's Expenses

4.3.1 The total expenses stand at a total of S\$21,004. There were increased costs from tax, auditor and accounting expenses due to higher operating costs and GST tax rates.

4.3.2 On a positive note, other expenses did not increase as much as there were no special project organized last year. Also, due to the switch from Paypal to Stripe in 2021, lower processing charges were incurred.

4.4 Association's Investments

4.4.1 In terms of investment, there was a fall in value (S\$263,567 as of Dec 2022) owing to the larger geo-political factors. Ms Ng highlighted that for investment portfolio, no

matter how conservative they are, would still be affected by volatile market conditions.

- 4.4.2 She added that the funds are being closely monitored monthly and should the portfolio fall below \$250K, members would be alerted to make a decision either at the next AGM or at the EOGM. She appealed to members again to step forward to volunteer at the Investment Committee to help the Council.

4.4.3 Association's Net Assets and Income Tax Expenses

Due to the reasons as explained, the Association's net assets stand at S\$729,933, a reduction of 6.5% from 2021. As a result of the net loss in income, there were no income tax incurred.

- 4.5 The financial statement was passed with no amendment. It was proposed by Mr Yit Chin Chuan and seconded by Ms Puspa Yeow.

5 Auditor for LAS Financial Matters

- 5.1 The meeting sought to re-appoint current auditor HLB Altrede LLP as auditors for the 2023 Fiscal Year.
- 5.2 Mr Yit Chin Chuan proposed that the existing auditor be re-appointed and this was seconded by Kamaludeen Mohammad Rafi. The proposal was passed with no objection.

6 Membership Committee Report

- 6.1 Vice President, who is also Membership Chair (Covering) Ms Soh Lin Li reported on the total membership figure which stands at 293 for year 2022. Out of the 293 number, 89% are individuals and 11% are institutions. While the increase in professional membership is encouraging, there is a significant drop in membership figure for institutional and school libraries, which the next Council can put in more effort to reach out to.

6.2 Membership Portal enhancement

The membership portal was enhanced in 2022 to include, among others, the membership numbers. A new 5-digit numeric system for membership numbers have been devised at the same time for easier referencing and with privacy protection.

6.3 LAS Membership Survey Results

- 6.3.1 A Membership Survey was conducted in the last quarter of 2022 with assistance from CCL and their library representatives. 70 responses were received which constituted about 60% of the paying members. Majority (79%) of the respondents worked in the academic libraries and has more than 20 years of experience (36%). Only 6% of the respondents are below 30 years old. It was encouraging to note that non-members contributed to 34% of the respondents which is a potential group to recruit as new members.

- 6.3.2 With regards to questions on reasons for joining LAS, the main reason cited are the availability of networking events and training programmes. With regards to why some do not join LAS, reasons ranged from “no time to participate in activities” and “tapping on own Library’s institutional membership”. On whether they would volunteer with LAS, most respondents who said yes if “scope of work is within areas of interest”, and with “support from my Management”. When asked about topics of interest, “information literacy”, “digital technology”, “leadership and Management” have the most mentions.
- 6.3.3 On the key takeaways from the survey results, she opined that members are looking for information on latest and future library trends and products, to be updated with local and international library news, advocacy of library services to elevate the profession and LAS in general. The Council can look at networking with International and Regional Association such as LIANZA and ALIA as well as working with external organisations to organize training programmes including for professionals and para-professionals. With regards to membership benefits such as vouchers – this will be relooked with the treasurer on the feasibility.
- 6.3.4 Ms Soh Lin Li thanked Ms Joan Wee (SIT) for the effort to convert the survey form to a digital format which helped in turn to reach out to more people especially non-members.

7 Web and IT Committee Report

- 7.1 Web and IT Committee Chair Ms Noverinda Bella Ratmelia reported that the Committee had implemented more enhances to the Membership Portal as follows. Members are now able to see their membership numbers in the system, view membership type, start date and expiry date, and view payment and invoice history.
- 7.2 The events portal was launched with the start of the LAS AGM 2023 registration. The advantages of the portal include better integration with member portal, no need for manual check-in for member-only events and the availability to accept online payment for events that require additional payment.
- 7.3 She next reported on Jobs Board where during the period of March 2022 to February 2023, 49 library related jobs have been advertised which represents 8.89% increase from the previous period. As for website visits, a total of 41,993 visits were clocked from 18,598 visitors.

8 Training and Development Report

- 8.1 Training and Development Committee Chair Mr Rindra Ramli reported on two events were held in 2022:
- LAS-NLB Professional Sharing Session on Making a Difference in the Digital Age held online in April 2022 with 9 presentations from various organisations to a total of 145 information professionals;

- LAS-NLB Professional Sharing Session on Innovating Library Services in the Digital Era was held on-site in September 2022 with 5 presentations and 85 registered attendees.
- 8.2 The next LAS-NLB session will be organized on 26 May 2023 at Woodlands Regional Library and he invited all members to participate.

9 Programmes and Engagement Report

- 9.1 Programmes and Engagement Committee Chair Ms Shameem Nilofar Maideen reported that a series of library visits were organized (NTU Library, ISEAS Library and SUTD Library) as a way of reconnecting after the pandemic and she noted that the attendance has grown from 9 persons for the first session to close to about 35 people.
- 9.2 Other programmes organized included the Copyright Seminar 2022, a hybrid event co-organised with SAUL, where 230 participants attended online and 40 participants attended on-site at SMU Library. Another programme is a sustainability initiative workshop “renew earth sweat shop” which attracted close to 15 participants.
- 9.3 Focus group discussions
Three focus group discussions were planned. The first discussion was held with representatives (mainly library directors and University librarians) from the polytechnics and universities. Issues raised include: a) the changing library staff demography from non-library domain - how do we acknowledge, keep the staff and create a path for them in this profession? Emerging skillsets eg. AI, data analytics – how can we be better prepared and meet the challenges of the future? Partners - How do we leverage on partners such as SAUL, CCL to push out more the messaging around the activities of LAS, and to grow as an Association?
- 9.4 The second focus group discussion was held with the participants of the LinkedIn tour organized for new and emerging professionals and close to 48 participants turned up. Key takeaways from that discussion include: Professional development opportunities, industry partners in the education/library eco-system – how to engage them, inter-disciplinary transfer of knowledge, and for more inter-library projects.
- 9.5 The third focus group event was an afternoon tea with library professionals who have retired or are retiring soon was planned but did not materialize as there were no sign-ups. The Council wanted to re-engage this group of members for their thought leadership and to see how the future generation can benefit from them.

10 Publications Committee Report

- 10.1 Publications Committee Chair Ms Kong Leng Foong updated on the progress of the LAS Bulletin. Three new articles have been published between April 2022 and March 2023, a drop from the previous year. She encouraged members to submit more articles for the bulletin.

10.2 SJLIM – Volume 48 of 2022 was published in December 2022 with four papers. Total visits as of April is more than 300 views. She also made a last call to members for the 2023 submissions which closes on 15 May 2023.

11 Annual Report 2022

11.1 The Annual report has been disseminated to members via email on 4 April 2023 and the highlights of the report were as presented.

11.2 The annual report was passed with no amendment. It was approved by Ms Judy Teo and seconded by Ms Malarvele Illangovan.

12 LAS 2022 Awards Presentation

12.1 The LAS 2022 awards were presented by LAS Awards Panel Chair Dr Sadie-Jane Nunis to the following recipients:

- LAS WLIC Grant has been awarded to Ms Raihana Bte Hussain;
- LAS Passion Award has been awarded to Ms Zubaidah Bte Mohsen who is donating \$300 back to LAS;
- LAS Professional Service Award has been awarded to Mr Kamaludeen Mohammad Rafi who is fully donating the \$1000 back to LAS;
- LAS Lifetime Contribution Award has been awarded to Ms Gulcin Cribb who has donated \$1000 back to LAS.

12.2 The acknowledgement video from Ms Gulcin Cribb was played during the meeting.

13 Questions received from Members

13.1 Two questions were received from Members and answered at the meeting as follows.

Question	Answer
From previous year's LAS minutes, we seem to have issues maintaining membership subscription. Could it be due to the membership subscription cost? (Ms Wong Oi May)	As shared by Membership Chair Ms Soh in her report, the Membership fees have not increased despite current conditions and increase in GST etc. The Council also wants to increase membership and Ms Soh had shared some insights earlier from the Membership survey.

LAS used to have the overseas conference sponsorship. Will LAS consider resuming this sponsorship? (Ms Kimmy Xing)	The sponsorship is covered under the WLIC grant. Interested members can look for the application criteria in the LAS website.
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14 Election of Council Members 2023-2025

14.1 The nominations received for LAS Council 2023-2025 were presented and passed at the AGM. Mr Gene Tan proposed to elect the new Council and this was seconded by Mr Yit Chin Chuan.

- Ms Soh Lin Li (National Library Board) for President;
- Ms Shameem Nilofar Maideen (Singapore Management University) for Vice-President;
- Dr Sadie-Jane Nunis (Superlative She) for Immediate Past President;
- Ms Benita Lim (National Library Board) for Honorary Treasurer;
- Ms Lim Puay Ling (National Library Board) for Honorary Secretary;
- Ms Ng Hui Ling (National Library Board) for Assistant Honorary Secretary;
- Ms Phoebe Lim (Nanyang Technological University) for Council Member;
- Mr Sun Shengbo (Clarivate) for Council Member;
- Ms Khoo Ai Ling (Singapore Polytechnic) for Council Member;
- Ms Lo Wan Ni (National Library Board) for Council Member.

14.2 The newly elected Council members were invited on stage, followed by a speech from the new President Ms Soh Lin Li. Ms Soh thanked members for their support and urged more members to come forward join the various LAS committees and make librarianship a better profession for all.

14.3 Ms Lee Cheng Ean echoed the call for volunteers and suggested that all openings for the committees to be publicized immediately.

15 Closing and AOB

There being no other matter, the meeting is closed at 11.40 am.

Recorded by:



Ms. Lim Puay Ling
Honorary Secretary

Vetted by:



Dr Sadie-Jane Nunis
President

Annex – proxy nomination received

Name of Member		Proxy nominated
1	Ang Seow Leng	Sara Pek
2	Damien Wang	Sara Pek
3	Joan Wee	Jenny Wong
4	Kan Sok Cheng	Lee Cheng Ean
5	Ratnala Sukanya Naidu	Lee Cheng Ean
6	Samantha Seah	Chai Yee Xin
7	Sarah Ruslan	Jenny Wong