Annual General Meeting
13 October 2016
Durban International Convention Centre, Hall 1B
1. Opening and Welcome
2. Attendance and Apologies
3. Appointment of Tellers
4. Determination of Quorum
5. Personalia
Promotions

• We acknowledge and congratulate all colleagues who have been promoted and who have received awards in recognition of excellence.

• For further details consult the LIASA web page:
6. In Memoriam
• Ms Bridgette Williams, Pitje Chambers Library, (Branch), January 2016
• Mrs Yolisa Soul, Director: University of Fort Hare Library (Eastern Cape Branch), 06 June 2016
• Ms Kate Hunter, Head: GSB Library, University of Cape Town (Western Cape Branch), 12 July 2016
• Emeritus Professor Deon Kesting, University of Cape Town, 17 August 2016

May their souls find eternal rest
7. Confirmation of the Agenda
1. Opening and Welcome
2. Attendance
   2.1 Attendance
   2.2 Apologies
3. Appointment of Tellers
4. Determination of Quorum
5. Personalia
6. In Memoriam
7. Confirmation of Agenda
8. Minutes of the previous meeting: 20 August 2015
   8.1 Adoption
8.2 Matters Arising
   8.2.1 Institutional Membership
   8.2.2 National Development Plan

9. President’s Annual Report

10. Treasurer’s Reports
   10.1 Audited Financial Statements
   10.2 Budget Projections for 2017
   10.3 Approval of Auditors for 2017

11. Membership Fees for 2017

12. Motions
14. Adjournment of AGM
15. Awards
16. Book donations for 5 schools
17. Outgoing President’s address
18. Handover to incoming President
19. Acceptance speech by incoming President
21. LIASA Conference 2017
22. Photo collage
23. Closure
8. Minutes of Meeting held on 20 August 2015
8.1 Adoption of the Minutes of Meeting held on 20 August 2015
8.2 Matters arising from the Minutes of Meeting held on 20 August 2015
• National Development Plan
• Investigation on the Institutional fees

Both matters will be addressed in the President’s report
9. President’s Report
National LIASA Leadership

President

Secretary

Treasurer

President - Elect

Public Relations Officer
LIASA National Office

LIASA Manager

Membership Officer

Administrative Officer
1. Progress report under each strategic element

- Leadership
- Membership
- Advocacy
- Communication and Sector engagement
- Good Governance
- Training and development
1.1 LEADERSHIP
Guiding documents

• Strategic plan 2014-2018
• Action plan 2016
Strategic stakeholder relations

• International Network of Emerging Library (INELI) Sub-Saharan programme: Ms Christelle Lubbe serves as a mentor and Dr Buhle Mbambo-Thata and Mr Mandla Ntombela

• LIASA in partnership with the National Library of SA is developing a database of all SA Libraries (Ms Fiona Farquharson, Ms Didi Jansen van Vuuren, Mr Andrew Malotle) and, Mr Kagiso Ledwaba

• The country wide Mzansi Libraries Online project is meant to improve access to ICT in public and community libraries: Ms Annamarie Goosen, Mr Danie Malan, Mr Mandla Ntombela and Ms Rebecca Senyolo

• LIASA is a member of the Council of South African Book Development Council (SABDC): Ms Nikki Crowster.
Strategic stakeholder relations

- The SALI Trust: President–elect is a Board member

- LIASA and the SALI Trust have signed an MoU for the Development of a lifetime achievement award

- SALI Trust has transferred the copyright of the South African Journal of Library and Information Science (SAJLIS) to LIASA
  - volumes up to and including volume 67 (2) in 2001

- LIASA participated in the SCECSAL 2016 conference and shared country report: President and President elect  
  SCECSAL 2018 will be held in Uganda
Strategic stakeholder relations

• National Council for Library and Information Services (NCLIS): LIASA President
• Legal deposit committee: Ms Zuki Maya represents LIASA
• Botswana Library Association (BLA): mentored by LIASA resulting in successful BLSA award 2016.
• The Goethe Institut: Ms Rebecca Senyolo represents LIASA with involvement of Ms N Crowster
Implementation of the Transformation Charter

• EXCO prioritized 6 recommendations

• Seminars were held in branches to raise awareness of the charter recommendations
National Development Plan (NDP) 2030: LIASA’s role

• A small team of 3 EXCO members comprising of the President-Elect, Treasurer and the Convener: membership, was established to look into the role that LIASA can play towards supporting the NPD

<table>
<thead>
<tr>
<th>Professional Body Advisory Board Representation</th>
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<tbody>
<tr>
<td><strong>LIASA President</strong></td>
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<td><strong>President Elect</strong></td>
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<td><strong>Past LIASA Presidents</strong></td>
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<td><strong>LIASA Manager</strong></td>
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<td><strong>Higher Education libraries</strong></td>
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<td><strong>Public libraries</strong></td>
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<td><strong>Special libraries</strong></td>
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<td><strong>Unassigned sectors</strong></td>
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PBA Board 2016-2019

Absent: Lynn Johnson
More information—PBA Board

• A web page was created for the Board: Governance >> LIASA Professional Body Advisory Board:
  • http://www.liasa.org.za/liasa-professional-national-board/

• There is a Frequently Asked Questions (FAQs) section on the website, providing members with clarity on commonly asked questions
Develop functioning Branch and Interest Groups Leadership

• The Community of Practice (CoP) model was used

• Each portfolio holder was tasked with communicating with members of his/her CoP on a regular basis

• Online communication channels to bridge the communication gap,
1.2 Membership
Membership

• Exceeded target of 1,600 members by 92 by September 2016, making total paid up membership 1,692.

• Membership drives contributed

• The new Digital Membership Certificate was implemented for the 2016 Membership year doing away with the costly membership card
Institutional Membership

Total

- 2013: 1650
- 2014: 1577
- 2015: 1525
- 2016: 1692

Total
• The desktop survey on the international membership fees was conducted and a report submitted.

• The recommended increase for membership fees is found in the proposed 2017 Budget to be reported on later in the Agenda.
1.3 Advocacy
Advocacy

• Joint LIASA & Mzansi Libraries Online advocacy group has been developed

• Stakeholder relationship management plan (King 111) needs attention

• A draft advocacy toolkit has been developed
1.4 Communication and sector engagement
COMMUNICATION AND SECTOR ENGAGEMENT

- **LIASA Listserv**: LIASA Online mailing list migrated to the Google Groups platform and, a mailing list policy has been implemented.

- **LIASA Website**: members are enjoying an improved points of access and communication, improved efficiency for LIASA processes among others, thanks to Ms Ina Smith who championed the project.
COMMUNICATION AND SECTOR ENGAGEMENT

• The South African Journal of Libraries and Information Science (SAJLIS) remains a flagship of the Association due to the sterling leadership of Associate Professor Jaya Raju alongside the professional input of the Editorial Advisory Board and, the efforts of the Journal Management Team

• LIASA-in-Touch (LIT) magazine: saw the continued publication of editions (4 since 2015 AGM) under the expert hand of editor Ms Nohra Moerat
COMMUNICATION AND SECTOR ENGAGEMENT

• **Social Media: Facebook** has become the *de facto* LIASA main **social media platform** with the LIASA News Facebook page managed by the LIASA PRO. Twitter, YouTube channel embedded

• **LIASA Corporate Identity Plan** (Includes LIASA Brand Guidelines) has been developed in part to formalize, protect and inform of the identity of the organization
LIASA Projects

Corporate

• **South African Library Week**: 14 – 21 March, themed [#libraries4lifelonglearning](#libraries4lifelonglearning)
  
  SALW Handbook is compiled

• **Annual LIASA Conference / IFLA 2015**: 2015 had no conference due to IFLA.

• **Open Access Week**: LIASA promoted the international 2015 Open Access week theme ‘Open for Collaboration’
LIASA Projects

Focus
• SA Librarians’ Day
• May Seminars

Special: IFLA
• Final IFLA report
1.5 Good Governance
GOOD GOVERNANCE

• **Elections**: The year 2016 was an election year. Ms Laila Vahed was appointed as the Electoral Officer, for all elections including for Branch and Interest Groups

• An online voting system was used. Lessons learned will be incorporated into the Elections Handbook

• Branch and national Interest Group Constitutions – progress has been made
1.6 Training and development
Training and development

• LIASA sourced the *BigBlueButton* software making it possible for webinars to be conducted

• Nine(9) LIASA related training and presentations were conducted for ICT Development portfolio in various branches
Next Generation Public Librarians’ Scholarship

• The project was finalized with a report and accompanying financial records submitted to Carnegie.

• The remaining funds were deposited back into the Carnegie bank account as required.

• 75 Public Librarians have benefitted from this project.
2. ICT Development

• ICT Development was established to identify ICT needs within both the LIASA National Office and the LIASA Membership Community.

• The following interventions were put in place:
  • Transfer of ICT services to the cloud
  • Re-designing and re-structuring of the LIASA web site
  • Collaborative efforts to create LIASA Governance documents using Google Drive,
  • LIASA Document Archive is the Association’s repository
  • Transfer of the LIASA mailing lists to Google Scholar
  • Implementation of webinars across the LIASA community
**ICT Development**

- **LIASA ICT Policy and Procedures** were developed
- **LIASA Online Advertisements**: Web advertising has been identified as a potential income stream for LIASA. A rate card was created.
- The LIS sector vacancies page was developed – which is by far the most popular page.
- **Graph of that page**
- Live online chat was piloted; has great potential to continue collaboration and communication but constrained by lack of resources.
3. LIASA National OFFICE (LNO)

- **Staffing:** The LNO operated with 3 staff members, viz. The LIASA Manager (Ms Annamarie Goosen), the Membership Officer (Mr Kagiso Ledwaba), and the Administration Officer (Ms Priscilla Chuene).

- Ms Chuene has since resigned due to personal reasons, with effect from 08 April 2016.

- The office is now operating with 2 staff members, whose performance agreements were developed and used to measure their performance against targets set.

- **Infrastructure:** We thank the National Library of South Africa for hosting the LIASA NLO over the past seven years.
9.1 Questions / Comments
9.2 Call for adoption of President’s report
10. Treasurer’s Report
10.1 Audited Financial Statements
LIBRARY AND INFORMATION ASSOCIATION OF SOUTH AFRICA

ANNUAL FINANCIAL STATEMENTS
for the year ended 31 December 2015

INDEPENDENT AUDITOR’S REPORT TO THE LIBRARY AND INFORMATION ASSOCIATION OF SOUTH AFRICA

Report on the Financial Statements

We have audited the accompanying financial statements of the Library And Information Association Of South Africa, which comprise the statement of financial position as at 31 December 2015, and the statement of comprehensive income for the year then ended, and a summary of significant accounting policies and other explanatory notes as set out on pages 1 to 12.

Controlling Body’s Responsibility for the Financial Statements

The controlling body is responsible for the preparation and fair presentation of these financial statements in accordance with Generally Accepted Accounting Practice. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Library And Information Association Of South Africa as of 31 December 2015, and of its financial performance and its cash flows for the year then ended in accordance with Generally Accepted Accounting Practice.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Library And Information Association Of South Africa as of 31 December 2015, and of its financial performance and its cash flows for the year then ended in accordance with Generally Accepted Accounting Practice.

EXCEPTIONAL AUDITING SOLUTIONS
REGISTERED AUDITORS

PRETORIA
29 August 2016
Net surplus / (deficit) before tax

- 2009: $0
- 2010: $0
- 2011: $0
- 2012: $3,000,000
- 2013: $2,000,000
- 2014: $1,000,000
- 2015: $0

Net surplus / (deficit) before tax range:
- Highest: $3,000,000
- Lowest: $0
Assets Property Plant & Equipment (Fixed Assets)
Assets Trade & Other Receivables (Owed to LIASA)
Assets Cash & Cash Equivalent (Bank Accounts)
Income / (Expenses) Conference (Nett per year)
10.1.1 Adoption of Audited Financial Statements
10.2 Budget Projections for 2017

10.2.1 Approval of Budget 2017
10.3 Approval of Auditors
11. Membership fees 2017
<table>
<thead>
<tr>
<th>Membership fees</th>
<th>2016</th>
<th>Scenario 1 - 2017</th>
<th>Scenario 2 - 2017</th>
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<tbody>
<tr>
<td></td>
<td>Fees</td>
<td>Fees</td>
<td>Fees</td>
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<tr>
<td>Students and Pensioners</td>
<td>R 290.00</td>
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<tr>
<td>Individual</td>
<td>R 520.00</td>
<td>R 546.00</td>
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<td>African Individuals</td>
<td>R 780.00</td>
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<tr>
<td>International Individuals</td>
<td>R 0.00</td>
<td>R 0.00</td>
<td>0%</td>
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<td><strong>Institutional Membership</strong></td>
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<tr>
<td>SA Institution</td>
<td>R 2 650.00</td>
<td>R 2 780.00</td>
<td>5%</td>
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<tr>
<td>African Institution</td>
<td>R 1 570.00</td>
<td>R 2 780.00</td>
<td>77%</td>
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</table>
Call for approval of Membership fees
12. Motions 2016
12.1 LIASA-in-Touch print to electronic
[LIASA Exco, Ms N Crowster]
<table>
<thead>
<tr>
<th>BRANCH/INTEREST GROUP</th>
<th>LIASA National PRO</th>
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<tbody>
<tr>
<td>MOTION NO.</td>
<td>1</td>
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Submitted to the AGM of the LIASA Annual Conference, 13 October 2016

**MOTION**

The LIASA national PRO on behalf of the LIASA Executive Committee proposes to the AGM that LIASA adopts an electronic format for the LIASA-in-Touch magazine, moving from the current print form.

The reasons for this request:
- The South African post office services have deteriorated significantly over the past 5 years impacting on LIASA’s distribution patterns –
  - Members have not receiving the magazine – some are returned to the LNO
  - Members are receiving the magazine significantly later than its publication date
- Postage costs have increased above the annual inflation rate affecting the LIASA budget negatively
- The magazine runs at a loss which will be mitigated by the change of format
- The uptake of the electronic format is beneficial:
  - The power to access any issue of the magazine on demand is placed in the hands of the members
  - Having it available on the website makes it accessible any time from any place
  - Allows for data reuse
  - Access to the magazine is placed
- The requirements for content will not change nor is it anticipated that the advertising model would be affected but stakeholders in this regard should be consulted
- To maintain the benefit of the LIT magazine as a membership benefit, it is proposed further that an embargo is placed on the document so that it is published to the LIASA website only after the next copy is published
| **Proposed by** | Name: Nikki Crowster  
Membership No.: 2389 | Date: 26.08.16 |
|-----------------|------------------------|----------------|
| **Seconded by** | Name: Danie Malan  
Membership No.: 5117 | Date: 26.08.16 |
12.2 Engagement with employers regarding attendance and participation in LIASA activities
Submitted to the AGM of the LIASA Annual Conference, Date.

MOTION

The LIASA Western Cape Branch AGM through WCHELIG, ICTLIG and PACLIG request that national Executive Committee facilitate attendance and participation in LIASA activities and structures at regional and national levels (as applicable) by engaging with employers, such as municipal managers, library directors etc., as opposed to the current rule that stipulates the submission of vacation leave for such LIASA activities.

The reasons for this request entail the following:

- Workshops are for self-development
- Libraries would benefit when staff attends workshops with the knowledge and skills gained
- Time off is granted to other LIS officials studying LIS at certain registered institutions

Proposed by: Name: Gail Geduld – Helderberg College
Membership No.: Date: 26.08.2016

Seconded by: Name: Mr Jeremiah Pietersen
Membership No.: Date: 26.08.2016
12.3 Re-examination of LIASA structures at regional and national levels

[WC, Mr Nazeem Hardy]
The LIASA Western Cape Branch AGM request that the national Executive Committee facilitate the re-examination of the LIASA structures at regional and national levels by engaging with the LIASA membership, branch executive committees and interest group committees.

Proposed by
Name: Mr Naziem Hardy
Membership No.: 
Date: 26.08.2016

Seconded by
Name: Ms Ingrid Thompson
Membership No.: 
Date: 26.08.2016

Name: Mr Laddy Mc Kechnie
Membership No.: 
Date: 26.08.2016
12.4 Appoint a task team to undertake a review of LIASA [LIASA Exco, Ms Nikki Crowster]
Submitted to the AGM of the LIASA Annual Conference, 13 October 2016

LIASA will be celebrating its 20th anniversary in 2017. It behoves any organization to regularly examine the efficacy of its structures and operations yet this has not been done in the Association for a while. Furthermore, the award of Professional Body status is a game changer that makes the need for this reflective strategic process more urgent. That the Association is managed largely on a voluntary basis is a growing cause for concern.

Regularly, examples come up of anomalies such as practices in the Branches not aligned with the LIASA strategic intent. In some cases, these do not adhere to the Constitution, Rules or Guidelines.

It is proposed to the AGM that utilising expertise from within the Association, the LIS profession and externally (an external consultant should be considered) the AGM mandates a task team to conduct a full review (structural and organizational) and to investigate alternatives for a 21st century Association. Findings and recommendations to be tabled at AGM 2017.
<table>
<thead>
<tr>
<th>Proposed by</th>
<th>Name: Nikki Crowster</th>
<th>Date: 26.08.16</th>
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<tr>
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<td>Membership No.: 2389</td>
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<tr>
<td>Seconded by</td>
<td>Name: Danie Malan</td>
<td>Date: 26.08.16</td>
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<td>Membership No.: 5117</td>
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12.5 Extension of Early Bird membership payment period [GN, Ms Viveka Pillay]
Submitted to the AGM of the LIASA Gauteng North Branch dated 5th August 2016

**MOTION: Extension of Early Bird Membership Payment Period**

LIASA Gauteng North Branch Executive Committee are concerned regarding the drop in membership figures and the decline of member turn out at events. In light of this, LIASA Gauteng North Branch Executive and Members, propose the following motion to the Floor regarding a request for an extension of the National Early Bird Membership Payment Period, due to the following experiences of Members:

1. Government departments and municipalities that pay the LIASA membership fees on behalf of employees are disadvantaged, because the short time frame currently allocated does not cater for the lengthy administrative processes in government.
2. Extension of the Early Bird Membership Payment Period, will afford members a prolonged chance to pay the annual membership fee at a lower rate, making membership more affordable.
3. If the period is extended until year end, those members that are paid bonuses will have a prospect to pay their membership fees, with their extra funds.
4. Salary payment dates differ and members have often not been paid during this window of opportunity, and are therefore overlooked.

All of the above factors affect how, when and if members can make payment. Members need to benefit fully from this opportunity, we therefore request the LIASA National Office to submit this Motion to the Floor at the upcoming Annual LIASA AGM, to be held Thursday, 13 October 2016 at the 17th Annual Conference in Durban: Extension of the Early Bird Membership Payment Period from conference week until 31st December, recurring annually.
<table>
<thead>
<tr>
<th>Proposed by</th>
<th>Name: Viveka Pillai</th>
<th>Date: 5 August 2016</th>
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<tr>
<td></td>
<td>Membership No.: 775</td>
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<tr>
<td>Seconded by</td>
<td>Name: Suzy Nyakale</td>
<td>Date: 5 August 2016</td>
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<td>Membership No.: 399</td>
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<td></td>
<td>Name: Nikki Potgieter (Secretary)</td>
<td>Date: 5 August 2016</td>
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<tr>
<td></td>
<td>Membership No.: 3862</td>
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</table>
12.6 Other Motions
13. Announcement of Election results
14. Adjournment of the AGM
15. Awards
16. Book donations to schools
17. Outgoing President’s address
18. Handover to incoming President
19. Acceptance speech by incoming President
20. Introduction of the Representative Council 2016 - 2018
21. LIASA Conference 2017

Dates: 2 – 6 October 2017
Venue: Birchwood Hotel and OR Tambo Conference Centre
22. Photo collage
23. Closure