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LIBRARY AND INFORMATION ASSOCIATION OF SOUTH AFRICA

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**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 20 AUGUST 2015 AT THE CAPE TOWN
INTERNATIONAL CONVENTION CENTRE ROOF TERRACE ROOM, FROM 10:45 TO 12:45**

1. OPENING AND WELCOME

The LIASA President, Mrs Segametsi Molawa, welcomed all members present and declared the meeting open after a quorum was determined, as confirmed by tellers.

2. ATTENDANCE AND APOLOGIES

2.1 Present: Members were invited to register prior to the AGM at the IFLA LIASA Stand, to obtain their official 2015 voting cards. Members with valid proxy forms were also issued with the necessary voting cards. Members present signed the attendance register.

2.2 Apologies: The following apologies were received:

- Dr Buhle Mbambo-Thata
- Ms Erna Mostert
- Mrs Ina Smith
- Mr John Tsebe
- Mr Peter Underwood
- Ms Lizel Johnson

3. APPOINTMENT OF TELLERS

The following members were appointed as tellers: Ms Mmaditshipi Seageng, Ms Clare Walker, Ms Madeleine Koggelenberg, Mr Ernest Bampoe, Mr Dumisani Mhlongo and Mr Jan Moeketsi.

4. DETERMINATION OF QUORUM

The meeting was declared quorate as a total number of 209 paid up members holding up voting cards were counted, which exceeded the quorum requirement of 10% of the total membership (1 436 members - a total of 144 was required).

5. PERSONALIA

5.1 Promotions/Achievements: The following members were congratulated on their achievements:

<http://www.dailywritingtips.com/congratulations-on-or-for/>

- Mrs Joyce Myeza: Appointed as the Director at the University of KwaZulu-Natal Library, from the 1st of May 2015
- Mr Charlie Molepo: Appointed as the Deputy Director Scholarly Communications at the University of the Free State Library and Information Services, from the 1st of April 2015
- Ms Betsy Eister: Reappointed as the Director – University of the Free State Library and Information Services
- Mr Alfred Nqotole: Appointed as the Assistant Director: Research Support and Innovation at the University of the Western Cape Library.
- Mr Moruti Hlajoe: Appointed as the Assistant Director: Library and Information Services at the Department of Justice.
- Mr Razaan Khan, Mr Neo Molemela and Mrs Carmen Nel obtained their LIS qualifications

5.2 Elections: The following members were congratulated on being elected and appointed in different capacities: <http://www.dailywritingtips.com/congratulations-on-or-for/>

- Mr John Tsebe: AfLIA President
- Prof Ralebipi-Simela: Chair AfLIA National Libraries Section
- Mrs Segametsi Molawa: Chair AfLIA Library Associations Section
- Mr Mandla Ntombela: Chair AfLIA Public Libraries Section
- Ms Ujala Satgoor: Chair AfLIA Academic Libraries Section
- Members of NCLIS: Mrs Segametsi Molawa, Ms Genevieve Hart, Ms Tebogo Mzizi, Ms Denise Nicholson, Mrs Theresa de Young. A comprehensive list would be posted on the website as soon as all members have been appointed.

5.3 Retirements: The following members were thanked for the contributions they have made in the profession:

- Mrs Norma Roberts: Library Director - Vaal University of Technology, from 01 April 2015.

6. IN MEMORIAM

A moment of silence was observed for the following members who have passed on:

- Mr Felix Ubogu: Library Director, University of Witwatersrand – Passed on 04 June 2015.
- Ms Nsizwe Xametshana-Maqaloti (Eastern Cape Branch) – Passed on 04 July 2015.
- Ms Jabu Mahlangu, a Librarian at the National Prosecuting Authority of South Africa (NPA) – Passed on 28 July 2015.
- Mr Jaco de Greeff, a key contributor to and role player in community and public libraries - Passed on 21 November 2014.

- Ms Rebecca Nteta: Librarian Taung Local Municipality – Passed on 05 June 2015

7. CONFIRMATION OF AGENDA

The following proposed amendments to the Agenda were accepted:

- Item 8.2.1: Replace the word “Motion” with “Proposal”
- Item 10.4: Membership Fees 2016 be moved to Item 10.
- The subsequent numbering be changed as follows:
 - Item 11. Treasurer’s Report
 - Item 11.1 Audited Financial Statements
 - Item 11.2 Budget Projections 2016
 - Item 11.3 Approval of Auditors for 2016
 - Item 12. Motions 2015
 - Item 13: Awards
 - Item 14. Closure
- Item 14: General be deleted.

8. MINUTES OF THE PREVIOUS MEETING: 25 SEPTEMBER 2014

8.1 Correction and Adoption

- Page 7: Ms Ingrid Thomson’s surname was spelt incorrectly as “Thompson”.

The minutes were adopted, with the correction, as a true reflection of what transpired at the meeting, proposed by Ms Ingrid Thomson and seconded by Mr Dumisani Mhlongo.

8.2 Matters Arising

- 8.2.1 Item 10.3: Institutional Membership: Consultation with Directors of institutions did not prove successful as only few responded. It was noted that different sizes of institutions make the proposal impractical. The matter was sent back for EXCO to make further investigations.
- 8.2.2 Item 8 (10.3): Comparison of Membership Fees: The comparative survey with other international professional bodies was still pending. EXCO was requested to conduct the survey and report back at the 2016 AGM.
- 8.2.3 Item 8 (11): Motion 1 of 2013 – National Development Plan not reflecting the role of Library and Information Services. The matter was not addressed satisfactorily and EXCO was requested to once again address the matter and report back at the 2016 AGM.

9. PRESIDENT'S REPORT

The President reported on the first year of her term: November 2014 – August 2015. Her Presidential theme is: “Libraries for development: Action, integration and collaboration”. She highlighted achievements and challenges so far, in driving the Association towards sustaining developments, coming up with new strategies for further growth and development, and encapsulating the new status of the Association.

- The strategic plan was reviewed on 01 December 2014, facilitated by Mrs Rachel More. It was decided that the vision was still relevant thus retained: “Dynamic Association of excellence for Library and Information Services sector”. It was noted that the awarding of the Professional Body Status to LIASA would require another review of the strategic plan.
- Professional Body Status: The Association was awarded the Professional Body Status on 01 February 2015 and the President extended a word of appreciation to the past immediate president, Ms Ujala Satgoor and her team for their contributions that led to this achievement. A number of presentations were made to different constituencies, sensitizing members on the meaning and implications of the status.
- IFLA 2016: The President thanked all members who contributed to the success of the IFLA 2016 Conference underway, with special thanks to past presidents, Ms Naomi Haasbroek and Ms Ujala Satgoor. The Association could pride itself for staging a successful international conference for the international delegates. She acknowledged the generous grants received from the Department of Arts and Culture, the Western Cape Provincial government, service providers such as SABINET and SAPNET.
- Open Access was launched in October 2014 as one of LIASA corporate projects, with the theme: “Generation open”. The week would be celebrated annually and plans were underway to celebrate the 2015 Open Access Week, with a focus on Public Libraries.
- The Association maintained the publication of its flagship publications, viz. LIASA-in-Touch (LIT) and the South African Journal of Library and Information Services (SAJLIS). The President acknowledged the editors, Mrs Nohra Moerat and Associate Professor Jaya Raju for the tireless hard work they consistently put in ensuring that LIASA members are kept abreast of developments in the sector through the 2 publications.
- Sector engagements and strategic partnerships: LIASA is pleased to be members of like-minded Associations, Consortia, Federations, etc. such as the International Federation of Library Associations and Institutions: World Library and Information Congress (IFLA WLIC), the African Library and Information Associations and Institutions (AfLIA), the South African Book Development Council (SABDC), Botswana and Swaziland Associations, to name but a few.
- EXCO is pleased to have installed webinar software at the National LIASA Office. The development was aimed at bridging the communication gap that has been a challenge for many members who could not attend meetings, workshops, seminars, etc. due to travelling costs and time. The webinar has already

been used to make presentations on the professional body status, HELIG AGM, etc. thus addressing geographical challenges of members.

- The National LIASA Office remains a permanent tenant of the National Library of South Africa, thanks to the past and present CEOs of the NLSA, Mr John Tsebe and Prof Rocky Ralebipi-Simela. Their strategic and thoughtful collaboration endeavours were acknowledged. Three staff members take care of office operations, viz. Ms Annamarie Goosen (LIASA Manager - appointed on a 5 year contract), Mr Kagiso Ledwaba (Membership Officer – appointed on a 2 year contract) and Ms Priscilla Chuene (Administrative Officer – appointed on a 2 year contract). The President thanked the staff members for their hard work and contribution to the smooth running of LIASA business.
- Advocacy remains a challenge. The plan is to develop a toolkit and have a focused message that can be used by all members in speaking with one voice towards achieving visibility and recognition. This also ties in with a Marketing and Communication strategy still to be developed. It is crucial for members to stick to LIASA official branding in marketing the Association's activities locally and nationally.
- The use of social media has grown tremendously, especially on Facebook and Twitter.
- Training and development will pick up at high speed as soon as a continuous development strategy as required by the Professional Body status, is implemented. EXCO was pleased to announce that the Next Generation Public Library and Information Scholarship (NGPLIS) programme enrolled 26 candidates in 2015.
- The two focused projects progressed as planned. The May Seminar was linked to the President's theme: "Libraries for development: Action, integration and collaboration". The first Librarians' Day was celebrated on 10 July, with Branches urged to concentrate on activities meant to celebrate Librarians, and not libraries per se. This date was chosen as it commemorates the founding of LIASA.

Members were afforded the opportunity to interrogate the report and the following clarity seeking questions were asked:

- The Strategic Plan: The issue of the strategic plan being developed and approved by EXCO without consulting members was raised, which could have ownership issues. The unavailability of the Annual Plan was also a concern raised. The President indicated that it is the mandate of EXCO to develop a strategic plan for LIASA, and have it endorsed by the Representative Council. However members could still contribute to the document through their Branch EXCO's.
- The Memorandum of Agreement between LIASA/Botswana and LIASA/Swaziland Associations is in line with the IFLA requirement on "Building strong Associations" project, which requires collaboration of developing and developed Associations.
- EXCO noted that members would like to be consulted before registering LIASA for membership of Consortia, Associations, etc. Members were not pleased that they were not informed when LIASA joined the newly founded African Library and Information Associations and Institutions (AfLIA).

- EXCO noted that members wanted more information about the implications and progress made since the Association was awarded the professional body status. It was agreed that the process of putting requirements in place is a lengthy one. Directors were requested to be on board and assist in engaging with the Association in ensuring that employment ramifications are addressed favourably. Directors were urged to take sufficient lead in ensuring that employees join LIASA and refrain from using Institutional membership as a token, remaining inactive. Discussions of the professional body status should form the integral part of each institution's engagements.

The President's report was adopted, proposed by Prof Ralebipi-Simela and seconded by Mr Robert Moropa.

10. MEMBERSHIP FEES

- The proposed membership increase of 7% was not approved. After a scrutiny of the proposed 2016 budget, members decided an increase of 4.5% across all membership categories would suffice, bringing individual membership fees for 2016 to R520 (R517.28 rounded off to R520).
- Membership fees for 2016 would start from 31 October 2015.
- The meeting approved the proposal from the Representative Council, that an early bird promotion of the 2016 membership fees at the 2015 price of R495 would be available for 2 weeks only, between 15 and 31 October 2015.
- The 3 months instalment option would continue as it works better with a debit order system.
- The issue of membership not increasing was noted and all members were urged to take ownership of the growth of the Association and assist in recruiting new members.

11. TREASURER'S REPORT

The Treasurer, Mr Danie Malan, tabled his report as follows:

11.1 Audited Financial Statements (AFS): The Treasurer reported with an apology, the failure to avail the audited financial statements and cash book beforehand as required by the Constitution. There were challenges that delayed the finalization of LIASA accounts. The financial records with the AFS would be uploaded on the website for a period of a week after the AGM, affording members the opportunity to scrutinize and ask questions where necessary. It was pleasing however, to note that according to the professional opinion of the Auditors, LIASA received a clean audit.

11.2 Budget Projections 2016: The following decisions were made on the proposed 2016 budget projections:

- The variance in high staff costs was due to 2 staff members appointed as Membership Officer (assumed duty in April 2014) and Administrative Officer (assumed duty in June 2014), and the fact that Ms Goosen was reappointed as the LIASA Manager with a higher salary compared to the salary of a LIASA Officer. All staff were paid a 6% annual inflation rate.
- Grant money should not be classified as income and should be ring fenced. The funds should be separated from the day to day operational costs. The Treasurer was mandated to request that the Auditors separate grant from operational costs.
- Affiliation fees have increased drastically compared to 2014 and this was unacceptable.
- Roadshows should be reconsidered as they seemed costly. EXCO was requested to explore all possible means of communication to relieve travel and accommodation costs.
- The Treasurer was requested to include notes/narrative in his report in the future so that members could understand the rationale behind budget decisions.
- The 2015 project was included in the 2014 budget because it was seed money in 2014.
- DAC grant of R7.5m was released in 5 tranches
- The Treasurer was requested to rework the budget and ensure that it balances with expected income, based on 1 500 members.
- Remove Professional Conference Organizers (PCO) amount of R400 000 as there would not be IFLA in 2016.
- Members raised the matter of the impact of Honorary awards and membership on the budget, something LIASA might want to reconsider.

The AGM did not approve the proposed Budget Projections for 2016. The Treasurer was requested to rework the budget and ensure that at least income and expenditure balances.

11.3 Approval of Auditors for 2016: Approval was granted for LIASA to continue using services of Exceptional Auditing Solutions for 2016.

The work that the Treasurer did in 3 months was acknowledged and commended - the overall report was adopted, proposed by Mr Tommy Matthee and seconded by Mr Maruping.

12. MOTIONS 2015

There were no motions submitted for consideration by members.

13. AWARDS

The President recognized the following Branches and Individuals for their contribution in strengthening LIASA:

- The President's Best Branch award: The Western Cape Branch under the leadership of Ms Samantha Bennett.
- The most improved Branch: The KwaZulu Natal Branch under the leadership of Mr Siza Radebe.
- Honorary Lifetime Award: Ms Ujala Satgoor.

14. LIASA CONFERENCE 2016

The next LIASA Conference was announced as follows:

- Venue: Durban International Convention Centre
- Date: 10 – 14 October 2016
- Theme: “Libraries in action: Transformation and Development towards 2030”.

15. CLOSURE

The President thanked members for their attendance and declared the meeting closed at 13:30.

PRESIDENT: Mrs Segametsi Molawa

SECRETARY: Ms Betsy Eister

DATE: _____

DATE: _____