

Minutes of the 55th Annual AGM
Audiovisual Room, Basement Level
National Library and Information Systems Authority (NALIS) Building
Hart & Abercromby Streets,
Port-of-Spain
Friday 18th March, 2016
9:30 am – 1:30 pm

Executive Board Members 2015-2017:

Selwyn Rodulfo	President
Juliet Glenn-Callender	Vice-President
Jenna Sandiford-Maundy	Secretary
Randy Siew	Treasurer
Beverly Williams	Programme Director
Georgia Alexander	Public Relations Officer
Lyndon Jackson	Liaison Officer
Ryan Ramphal	Liaison Officer

Non-Executive Board Member 2015-2017:

Allison Providence-Lange	Assistant Secretary
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Present:

See attached listing.

1. Call to Order and Welcome

The Annual General Meeting (AGM) was called to order at 9:30 am. The President, Selwyn Rodulfo, welcomed all members present and thanked them for attending the 55th Annual General Meeting

2. Safety Briefing

Ms. Indira Gupta from NALIS' Health and Safety Unit welcomed all to the NALIS Building and indicated all exits and washroom facilities as well as NALIS' muster point to the members. She expressed the importance of signing the registers at NALIS which would be used to account for all persons in the event of any emergency where the building would be evacuated. She stressed that importance of respecting the health and safety guidelines which exist and reporting any incidents that may take place.

3. Apologies for Absence:

See attached listing.

4. Reading and Confirmation of the Minutes of the 54th Annual General Meeting

4.1. Sheryl Washington-Vialva indicated that she did attend the 54th Annual AGM so her name should be removed from the list of apologies.

4.2. The Minutes were confirmed at 9:40 am by Sheryl Washington-Vialva and seconded by Joann Georges.

5. Matters Arising from the Minutes

The President discussed the following matters arising from the Minutes and indicated that several other matters will be addressed during the President's Report.

5.2.1. Paria Fund Account Donation Project Sub-Committee

Money had been previously donated by Trinidad & Tobago nationals living in the United States of America (USA) who comprise the Caribbean Library Assistants Committee. This money was to be used to fund a special project and has accumulated a significant amount of interest over the years. The group's representative, Mr Edmund Narine has been recently sought out by the Executive Board so that he and the group may indicate to which use this money should be channeled at this time.

6.1.9. Code of Ethics for guiding the Executive Board

The Constitution and Legal Standing Committee, which would be responsible for drafting a Code of Ethics is yet to be constituted. Only when this is addressed, can this exercise be undertaken.

6.1.8. Website Sub-Committee

Mrs. Sheryl Washington-Vialva asked about the formation of the website sub-committee to review the LATT website and make proposals for an upgrade; however, the President informed her that this matter would be addressed during the President's Report.

6. Presentation of President's Reports

The President began his report by re-introducing the members of the Executive Board (EB) of LATT; noting the resignation of the Programme Director and Secretary in September and November, 2015, respectively; and the appointment of their replacements. He also indicated that the non-Executive role of Assistant Secretary was also filled; and all were so done in accordance with LATT's Constitution.

6.1. Strategic Planning

According to the President, based on the two internal visioning sessions that the EB members participated in and another visioning session held with the wider membership, it was decided that the strategic planning activities of the Association should mainly focus on:

1. Become more Visible/Vibrant/Bold
2. Plan strategically to increase recruitment of members
3. Address the retention of existing members
4. Activate Standing Committees
5. Undertake fundraising and social events
6. Established relationships with Caribbean library & information professional associations
7. Network and develop partnerships with the business world and other professional organizations
8. Encourage (Caribbean) Research
9. Offer Mentorship
10. Develop Advocacy

6.2. LATT's Representative on the NALIS Board

Ms. Elmelinda Lara was reappointed to the Board of NALIS in December, 2015 and received her instruments of appointment in February, 2016. The President, on behalf of the EB and the LATT membership, then congratulated Mr. Neil Parsanlal on his appointment as Chairman of the NALIS Board.

6.3. Information Technology

6.3.1. New Website

The President noted that the new LATT website would be formally launched during the day's proceedings and extended an open invitation to any members with IT expertise who would be able to assist in the up-dating and maintenance of the site. The design and building of the website was done, free of charge, by Zion Software Systems, under the supervision of Claude Marshall. The new website went live on 18th February, 2016.

6.3.2. Web Conferencing

A subscription to the web conferencing tool join.me was obtained with effect from the 26th February, 2016. Since then, this facility has been used to host both EB and sub-committee meetings. The hope is that this tool can enhance members' participation in the activities of the Association.

6.3.3. Facebook and Twitter

Under the supervision of the Treasurer, Mr. Randy Siew, social media has been used to engage the participation of the membership and to encourage interaction between members.

6.4. The Ordinary General Meeting and Professional Reporting Session

This event was held on Friday 16th October, 2015 at The UWI School of Education in St. Augustine. The President updated the membership on eight (8) key areas, which was followed by a report from LATT's representative on the Board of NALIS, Professional Reporting Sessions by five (5) members on various conferences they attended and contributed to. The event concluded with two sessions on well-being in the workplace entitled "Workplace and Personal Safety" and "Ergonomics for Life."

6.5. Preparing to Publish for the Information Professional – Workshop

On Friday 13th November, 2015, Ms Lorraine Nero, facilitated this workshop which was held in The UWI, Alma Jordan Library. A total of twenty-five (25) participants attended, who were exposed to a variety of research techniques and encouraged to adapt one that would be suited to personal style. A follow-up session is carded for May, 2016.

6.6. The Digitization of the Historical Records of LATT

A project to digitize the historical documents of LATT was given initial consent by the membership at the OGM held in October, 2015. Under the theme "Preserving the Past, Informing the Future" members were invited to participate in the archival digitization of LATT's records, documents and oral history. Two sub-committee meetings have already taken place under the chairmanship of Danielle Fraser, Conservator.

6.6.1. Come Lime with LATT

In order to fund this costly digitization project, the Association will be hosting a 'down the islands' Cruise on Saturday 09th April, 2016.

6.7. Outreach

6.7.1. NALIS' Celebration of National Library Week

Members of the EB participated in NALIS' Launch of National Library Week on Sunday 25th November, 2015. Our booth featured a Wheel of Fortune game which was well received by the younger patrons and was visited by the Minister of Communications, the Honourable, Maxie Cuffie, who assisted in prize distribution.

6.7.2. Trinidad and Tobago Group of Professional Associations (TTGPA)

The Vice-President, Mrs. Juliet Glenn-Callender, represented LATT at TTGPA's Launch of the second edition of the Handbook of professionals and received a softcopy of the Handbook.

LATT also participated in the TTGPA's Professional Services Day held on Saturday 05th March, 2016, together with the National Archives and NALIS, who contributed brochures and other paraphernalia for distribution.

The twenty-eighth (28th) annual AGM of the TTGPA takes place on Thursday 14th April, 2016, and an invitation is open to any member who is willing to serve on the Council for a one year term to contest any of the available executive positions.

6.7.3. College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

The President and Vice-President presented awards to the individual students with the highest GPA in the Associate Degree in Library and Information Studies and the Bachelor Degree in Information and Library Science at COSTAATT's Graduation Gala and Awards Ceremony held on November 19th, 2015.

6.7.4. International Federation of Library Associations and Institutions - Latin America and the Caribbean Section (IFLA LAC)

6.7.4.1. Building Strong Library Associations

IFLA's Latin America and the Caribbean Section invited LATT to participate in a workshop titled Building Strong Library Associations, carded for April 20th -22nd 2016, in Panama. The Executive Board has consented to the President and vice-President participating in this workshop which is fully sponsored by IFLA. The participants have the responsibility to impart the training and knowledge gained for the development of their respective Library Associations.

6.7.4.2. Impact of Copyright Legislation on Libraries in the Caribbean and Latin America

IFLA's Latin America and the Caribbean Section has also invited LATT to participate in a project titled "Impact of Copyright Legislation on Libraries in Latin America and the Caribbean". This project aims to identify and record the difficulties that libraries face in offering quality services in this digital era. The Vice-President, Mrs. Glenn-Callender, will provide further details on this project during this AGM.

6.8. National Budget and Effect on Library Services

The President noted that library budgets had already been cut as a result of the financial constraints with which the country is now faced. Libraries have been once again called to be creative in the midst of reducing resources. LATT was asked to comment on the imposition of VAT on books. This impediment to reading we do frown upon and now encourage all in the library and information profession to multiply efforts to make even more accessible and encourage reading of leisure literature in the form of books among children and teenagers. He also noted that our efforts in the field of library and information are to guide our communities towards the path of holistic development and lifelong learning, using all literacies, including digital, but contributing significantly to functional literacy.

6.9. Forging a Future

The President ended his report with the following quote from last year's AGM and thanked the membership for their attention:

"This current Executive Board has taken note of the battles of other professional associations to keep alive and to keep their executive team functional. While the buzz in professional circles is about teamwork, the reality is a focus on individualism and individual success, often to the detriment of others. Maybe that's precisely why there is such emphasis on teamwork in professional circles. This may be cliché, but allow me to state "it is only together we can build a nation, and it is only together we can build our Association". This Executive Board is not the sole embodiment of the Library Association. Each and every member of the Library Association of Trinidad and Tobago has an innate responsibility to contribute to the well-being of the association. Individually we perish, but together we can forge a bright future."

7. Presentation of Treasurer's Report and Tabling of Auditor's Report

The Treasurer, Randy Siew, indicated that at its 54th General Meeting (AGM) held in 2015, the members of LATT voted to retain Bob Gopee and Associates as the Association's auditor.

7.1. Bank Balance as at December 31, 2015

The balances of the Association's accounts stood at:

- First Citizens Bank: \$65,518
- FCB Paria Fund: \$49,119 (USD\$7,687)
- Unit Trust Corporation (UTC) Investments: \$171,334

7.2. Income and Expenditure

According to the Auditor's report, the Association's income for the year 2015 was \$64,318 which was substantially less than in 2014 due to the non-payment of membership dues. Additionally, a refund of \$7,101.06 was received from Seminar on the Acquisition of Latin American Library Materials (SALALM) which represented money loaned to SALALM for a 2012 Conference which was hosted in Trinidad and Tobago. The money was deposited into LATT's UTC account from which it came.

Expenditure for the period amounted to \$52,498 which resulted in a surplus of \$11,820 for the year.

7.3. Preparing to Publish for the Information Professional – Workshop

This workshop, which was oversubscribed, garnered an income of \$4,700. Total expenditure was \$1,552.60, resulting in a profit of \$3,147.40.

7.4. Membership Dues

Projected membership dues for the period were \$51,600; however, dues paid in 2015 (including late payments for 2013 and 2014) amounted to only \$31,225. This represented a shortfall of \$20,375 with almost 40% of the membership in arrears.

Members must note that those who are not in good financial standing will be removed from the Financial Members mailing list, thus limiting their access to the benefits of the Association.

7.5. Auditor's Report

According to Mrs. Shivanti Bob Gopee-Rampersad of Bob Gopee and Associates, the audit of LATT's financial records, was conducted according to international standards. She briefly spoke about the process involved in undertaking the audit and welcomed any questions by the membership. As there were no questions, Mrs Bob Gopee-Rampersad thanked LATT for choosing their firm.

The motion to accept the Auditor's report was moved by Ms. Jolie Rajah and seconded by Ms. Helen Gilbert.

8. Appointment of Auditor for Financial Year 2016

Ms. Catherine Shepherd moved the motion to appoint Bob Gopee and Associates as the Association's auditors for 2016. This motion was seconded by Ms. Rosemarie Duggan; and accepted and confirmed by the membership.

9. Presentation from EBSCO (Eric Block, Damien Satterswaite, Susan Enrican)

EBSCO's presentation focused on Open Source Initiatives specifically a new collaboration with OLE Libraries, Index Data, TIND/CERN. Currently, they are developing a new Library Service Platform (LSP) which will be a full featured, open source Library Management System. It will feature modules and components which will be extensible to support add-on modules in the future. Base applications (acquisitions, circulation, etc) will be available and the LSP will be scaled to support extended applications and new areas of information management.

Development is underway and the software will be initially released in July, 2016 and fully operational by December, 2017.

10. Feature Address

Mr. Neil Parsanlal, Chairman, Board of NALIS

"Dangerous Liaisons – Encounters between Librarians and At-Risk Youth"

Beverly Williams, Programme Director, LATT, presented a brief bio-sketch of the recently appointed NALIS Chairman, highlighting his achievements and the different portfolios he has held.

Mr. Parsanlal began his address by noting that recent news reports about indiscipline and gang violence in schools have demonstrated the failure of institutions to positively impact on the younger generation. He mentioned the 'glory days' of libraries of the past where academic brilliance was nurtured and scholarly brilliance could be achieved.

He stated that claims that libraries have become irrelevant despite technological advancements are unsubstantiated and that libraries are still relevant in today's information society. We must now critically examine librarians' roles in the community; continuing to promote libraries as welcoming spaces and equip librarians with coping skills they need to nurture positive social behaviours.

The new Chairman stated that there will be positive changes to the NALIS Board and welcomed collaborations. He also pledged his commitment to meeting with LATT's EB and other stakeholders for collaborative purposes.

11. Presentation from OCLC (Edwar Delgado)

12. Presentation from ProQuest (Antonio Alba)

13. Door Prize Giveaway

Ann Kallicharan and Shivana Sawh both won one (1) ticket each to the fundraising Cruise 'Come Lime with LATT.'

14. IFLA's Latin America and the Caribbean Copyright Project 2016

LATT's Vice-President, Juliet Glenn-Callender is spearheading this project and introduced the Committee team members. She emphasized the importance of the exercise and noted that the participation by the LATT membership is imperative to the project's success.

She also stated that the Intellectual property Office (IPO) in Trinidad & Tobago will be hosting sessions with NALIS on copyright sensitization with regard to the photocopying and scanning of documents in libraries and even in lending materials.

LATT will also host sensitization sessions for their members.

15. An Introduction to Koha: NGC's Experience (Valerie Walters)

Ms. Walters emphasized the value of librarians in all organizations and within the corporate environment. She indicated that there were opportunities to seek creative ways of presenting resources to the library's clients and open access software, such as Koha, can assist libraries in reducing their overall expenditure without having to sacrifice quality in delivery.

A Koha Workshop, facilitated by Ms. Walters, will be planned for the membership in the upcoming months.

16. Official Launch of LATT's New Website

Liaison officer, Lyndon Jackson, officially launched the new LATT Website demonstrating each tab and its functionality to the membership.

17. Any Other Business

17.1. Anthony Thompson Award 2016

Secretary, Jenna Sandiford-Maundy, on behalf of the EB and the wider membership, congratulated Ms. Avis Holder, on recently being granted the Anthony Thompson Award 2016 from the Chartered Institute of Library and Information Professionals (CILIP). The award, which is granted approximately every three (3) years, allows one qualified librarian from outside the UK to study and experience some aspects of library and information work within the UK.

17.2. LATT Polos

In an effort to promote the brand, LATT Polos will be made available to order from Monday 04th April, 2016 at a cost of \$100.00. They would be available in two colours, white and sky blue, and the EB hopes that all members would support this venture and purchase the Polos which can be worn at LATT events.

17.3. Strategic Planning Exercises

Ms. Unika Omowale, from The Alma Jordan Library, The UWI, inquired about whether there will be any other strategic planning exercises. The President indicated that the EB will be working on such.

17.4. Standing Committees

Ms. Maria Cherrie, from NALIS, inquired about the scope for creating standing committees, since while some areas are clear, some other are more-open ended in terms of what can be created. The President noted that this was an area to consider.

17.5. Issues facing Secondary School Librarians

Mrs. Kamella Carmino-Garraway, from NALIS, asked for LATT to be more vocal as it relates to their members in the Secondary Schools where it is now required that they get permission from Curriculum to purchase books and other materials for their libraries.

17.6. Tobago Members

Ms. Gemma Joseph, from NALIS, asked for greater recognition and activities for the LATT membership in Tobago, saying that the Association must represent both islands.

17.7. Issues facing the Educational System

Ms. Rosemarie Duggan, COSTATT, Tobago, implored the EB and membership to address the issues facing our educational system (delinquency, illiteracy, etc) and for the Association to decide what it can do to assist in combating these issues.

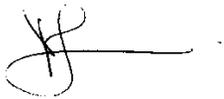
18. Vote of Thanks

Georgia Alexander, Public Relations Officer, thanked all persons responsible for contributing to the success of the Association's 54th Annual General Meeting.

19. Meeting Formally Closed

The President formally ended the proceedings of the 54th Annual General Meeting (AGM) at 1:40 pm.

Prepared by:



Jenna Sandiford-Maundy
Secretary, LATT
25th April, 2016

Present:

Alicia Nottingham
Aniesha Superville
Angel Peters-Leonce
Ann Kallicharan
Avis Holder
Ayaana Cumberbatch
Betty Ann Sieudath
Beverly Adams-Baptiste
Brigid Winter
Caroline Kangalee
Cassandra Gibbs
Catherine Romain
Catherine Shepherd
Charmaine Dick
Charmaine Glasgow
Cheryl Ann Quamina-Baptiste
Cleavon Brathwaite
Cynthia Ignacio
Danielle Fraser
Deobrah Sylvester-Murray
Dionne Spears-Frontin
Donna Hall-Comissiong
Elizabeth Singh
Elizabeth Sorzano
Erica Beache
Esahack Mohammed
Fayola Welch-Telfer
Gail Farrow
Gail Reid
Gale-Ann Joseph-Kerr
Gemma Joseph
Geneiva Baldeo-Balkaran
Gillian Navarro
Gomatee Lakhram
Hazel Hazzard-Samuda
Helen Gilbert
Jancie Regis
Jasmin Simmons
Jeanelle Lawrence
Jenna Harrinarine
Jenny Singh
Jesse Ann Bernard
Jilly-Ann Arthur

Joanne Georges
Jolie Rajah
Judy Kowlessar
Julian Gift
June Stewart
Kamella Carmino
Kamilah Osborne
Kelly Williams
Kimika Lai Tan
Kirlan Austin
Lesley-Ann Tull-Mc Tair
Lindi Jagdeosingh
Lisa Cox
Lisa Lum Kong
Lisa Rambadhan
Lisa Ramsingh
Lucyanna Moy Hing
Malisa Rampersad
Maria Cherrie
Marilyn Lum Kong-Hinds
Mark Ramdass
Maurisa Gonzales-Connell
Maurisa Gordon-Thomas
Michelle Felix-Solomon
Michelle Gopaul
Mindy John
Monica St Louis
Monique Archer
Nadia Ragbasingh
Nandkoomarie Sirju-Rampersad
Nichelle Superville
Nicole Martin-John
Paula Greene
Petra Pierre-Robinson
Radhica Seunarine
Rakeda Dickson-Craig
Renata Devi Kungebeharry
Rosemarie Duggan
Roslyn Guiseppi
Saara Ali
Shanna Lall
Shara Rasmine-Seenath
Sherri Thomas
Sheryl Washington-Vialva
Shivana Sawh
Sushma Mungroo Bahaw

Terri-Ann Alcala
Tricia Ready-Archibald
Unika Omowale
Valerie Walters

Absent with apologies:

Elmelinda Lara

Ernesta Greenidge

Gemma Alexander

Gillian Ballah

Joanne Johnson-Burke

Kumaree Ramtahal

Margaret Rouse-Jones

Mariella Pilgrim

Martha Preddie

Stacyann Quintero