

SLO/ps/0016/01

DON 19.2.91

## LIBRARY COMMITTEE

Meeting 19.2.1991

Place: Mazimbu administration, meeting room

### AGENDA

- 1) Opening the meeting
- 2) Minutes of the previous meeting and matters arising
- 3) Bi-annual report 1.7.-31.12.1990
- 4) Video lending
- 5) Dakawa Library ✓
- 6) General



## MINUTES OF THE LIBRARY COMMITTEE MEETING

Date: 5 October 1990, at 3 p.m.

Venue: Board Room

Present: Cde Sisa Lusu

Alpheus Manghezi

Don Ngakane

Kristina Asp

Marjatta Lahti

Pentti Yattulainen

### 1) Opening the meeting

Cde Manghezi opened the meeting.

### 2) Minutes of the previous meeting

The minutes of the previous meeting were accepted as a true record of the meeting.

### 3) Librarian's report

The meeting was informed that the Library Project was encountering some financial problems. A number of payments from last year had to be paid from the current year's budget, and there was no such provision in the budget. Also the expenses for the students were higher than estimated. To meet especially the costs for the scholarship programme, the Project Officer agreed to recommend to the Finnida that funds allocated for the construction of the YTC Bricklaying Shed be transferred to the Library Project. All the relevant structures had been informed about the matter.

The meeting was informed that a Finnida delegation would shortly visit Mazimbu and Dakawa. The Librarian reminded the committee that a library budget proposal for next year was approved by the committee in May to be presented to the Finnida. However, some changes - especially concerning the scholarship programme - have since taken place, and it was agreed that the budget could be updated accordingly.

Cde M.S.E.P. Luthuli left on 30 September for his degree level studies in UK. The committee was also informed that Cde Robert Mthembu, studying in UK for his BA(Hons) Degree, had been given two warnings about misbehaviour and mishandling money.



- Since six more students were due to leave for studies on 21 October, the libraries would again face problems with personnel. The committee felt, however, that the scholarship programme should be a priority even at the expense of the manpower situation at Mazimbu and Dakawa.
- The committee was informed that Marjatta Lahti would finish working at Mazimbu on 27 October. Kristina Asp would act as the Head of Department until the arrival of Nonkululeko Woko, who would in December resume the duties of the Head Librarian. Pentti Yattulainen would act as the Coordinator of the Library Project until his departure in February.
- Recruitment for the replacement of Cde Pentti at Dakawa is still going on in Finland, since the earlier candidate is no longer available for the job.
- The repair work of the archive section had nearly been completed. The archive material had already been moved to the section. The librarian expressed concern about the lack of relevant material for the section. It was resolved that all efforts should be made to obtain archival material at least from Mazimbu and Dakawa. Cde Sisa promised to help in the matter.
- \* - Two video screens, with inbuilt loudspeakers, were received by the Library. The librarian suggested that they be placed in Unit Two and Five halls after the Furniture Factory had constructed trolleys and lockable cupboards for them. It was resolved that one of the screens be placed in Unit Five hall as soon as possible, but the doors and windows of the Unit Two hall should be repaired before it would be safe enough for the screen.
- The Librarian told the meeting that a letter had been sent to Christopher Merrett, the Deputy University Librarian of the University of Natal, welcoming a visit of a SA librarian to Somasco. The Director explained that he had informed Cde Makgothi to expect such an application in the near future.

#### 4) Dakawa Library

Cde Pentti told the meeting that Mr. Esa Paaso, a Finnish architect, visited Dakawa in August, and had now submitted the first plans for the proposed new library building at Dakawa. The Planning Department would have a meeting the following Wednesday, and the comments would then be sent to Finland soonest possible. The final plan is supposed to be ready by the end of the year.



5) General

The Director thanked Cde Marjatta for her contribution during her working period at Mazimbu.

6) Closing the meeting

The meeting was closed at 4.30 p.m.

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Alpheus Manghezi  
Chairman

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Marjatta Lahti  
Secretary



THE LIBRARY COMMITTEE

8 July 1991

Agenda

- 1) Opening of the meeting
- 2) Minutes of the previous meeting and matters arising
- 3) Librarian's report
- 4) Library personnel (Mazimbu, Dakawa)
- 5) Incentives for the Library staff
- 6) General



LIBRARY STAFF

Mazimbu:

Nonkululeko Woko - due back in August , Head of Department

Ike Maamoe - Archivist

Peggy Deyi - Assistant Head of Department

Post Mugabe } Certificate holders  
Thembele Mzamo }

Bongani Buthelesi }  
Andrie Mohamed } Certificate Course due to start in October  
Tshepo Selebi }  
Dineo Metsing }  
Nicholas Radebe }  
Ronald Mkadimeng }

Stuart Mohamed } Temporary assistants  
William Ntsheni }

Sinikka Sipila - Volunteer Librarian

Dakawa:

Petri Liukkonen - Volunteer Librarian

Nicholas Radebe - Certificate Course due to start in October

Patrick }  
Champ } Temporary assistants at the VTC  
Professor }

Joe Masipa - Temporary assistant at the EOC

Bricks Phetelo — internship D.K.W.



## LIBRARY PERSONNEL REQUIREMENTS.

### MAZIMBU:

ANC { HEAD OF DEPARTMENT: NONKULULEKO WOKO  
ARCHIVIST: IKE MAAMOE  
ASSISTANT HEAD OF DEPARTMENT (AV SECTION): PEGGY DEYI

VOLUNTEER { ASSISTANT HEAD OF DEPARTMENT (BOOK COLLECTIONS & CIRCULATION):  
SINIKKA SIPIWA (Up To 15.6.1992)

### NEEDED:

3 ASSISTANTS (TANZANIAN OR OTHERS)  
FOR COUNTER & AV DUTIES, BOOK REPAIRS, ETC.  
LIBRARY EDUCATION NOT ESSENTIAL FOR ALL OF THEM.

### DAKAWA:

VOLUNTEER: HEAD OF DEPARTMENT: PETRI LIUKKONEN (Up to 15.6.92)

### NEEDED:

2 ASSISTANTS (TANZANIAN OR OTHERS)  
FOR COUNTER DUTIES, BOOK REPAIRS, ETC.  
LIBRARY EDUCATION NOT ESSENTIAL FOR BOTH OF  
THEM.



Students:

Bonile Magxaki  
William Ngubeni  
Mveleli Sifuba  
Zolile Mvumelo  
Solomon Kgasi  
Landile Ndayi

Dar es Salaam, due to finish in October -91

Felicity Nxumalo,-UK, due to finish in -92

M.S.E.P. Luthuli - UK, due to finish in -93

Steve Bodibe,-Finland, due to finish in -93

Gugulethu Tunyiswa,-Zimbabwe, due to finish in -92



- Peggy has returned and now serving as Asst. stand Lead.
- Maryatta now Project Advisor.
- Application of six students sent to Dar : course starts in October, initially offer was for four students only.
- ILFA meeting : Nonkululek, Peggy to attend 18-26 Aug. 1991 in Moscow.
- budget : made up to 1993.
- contract : { Dakawa up to mid 1992  
                  { Maryatta to continue
- materials reduced.
- no new training programmes envisaged.
- FINNIDA could consider sponsor post graduates preferably in S.A.

④ Library Personnel

⑤ Salaries / Incentives



# Library Committee Meeting

8/7/91.

## 1. Opening Remarks

- settle question of Committee Chairmanship
- welcome pp Sinnika & Petri

## 2. Minutes of previous meeting 19/2/91

- postponement of budget.

## 3. Matters Arising.

- Video room air conditioning: not yet fixed.

## 4. Librarian's Report

### \* Project

- started afresh as from 1/4/91
- budget to be circulated to members
- provision for: training of AWC personnel; involvement of expatriates; for purchasing of books.
- not constructed at Dakawa: new library structure.

- brick-laying shed in Dakawa

### \* Personnel

- Pentti left in Feb. 1991; Nikkolos was in charge in Dakawa; Tonia left in June 1991 and Sinnika took over in Mzimba pending arrival of Nikkolos.