



Annual General Meeting (2019)

The Old Library Annual General Meeting

(for the period 1st Sep 2018 – 31st Dec 2019)

Held on December 23rd, 2020

Attendees via Zoom

Livyat Nair	Sayed Ahmad	Penny Mackenzie	Madhavi Prithvi
Sailakshmi Deepak	Ayadh Farooq	Wajeeha Faiz	Roohi Mohitisham
Tara Dudhia		Mary Leahy	Deepti Raman
Michele Sadoon		Sherin Mariam John	Louis McElroy
Danielle MacIsaac		Dolly Jitani	Nethra Stagaopan
Gunjan Pradhan		Prachiti Talathi	Nandini Kaushal
		Zahra Mohtisham	Priscilla Mok
		Deepa Kurian	

1. Minutes of the AGM

Minutes of the previous AGM held March 26th, 2019 approved by Livyat Nair and seconded by Sailakshmi Deepak.

2. Chairperson's Report (Michele Sadoon) – See attached page 4

3. Treasurer's Report (Tara Dudhia) – See attached page 7.

Penny Mackenzie requested the balance sheets and Profit and Loss statements and Tara Dudhia informed that the technical limitations of Zoom prevent her from sharing these, but they will be available for viewing in the Library along with the meeting minutes.

4. Coordinator's Report (Livyat Nair) – See attached page 9.

5. Proposal to Increase Membership Fees

Membership fees at the Old Library have remained the same since 2011 while running costs have increased. A fee increase of 10% has been proposed by Tara Dudhia. This fee increase would begin effective January 2nd 2021.



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Vote results as follows:

Yes	No	Did not vote	Abstain
Livyat Nair Sai Lakshmi Tara Dudhia Michele Sadoon Danielle MacIsaac Penny Mackenzie Mary Leahy Sherin Mariam John Dolly Jitani Prachiti Talathi Zahra Mohtisham Deepa Kurian Priscilla Mok Madhavi Prithvi Roohi Mohitisham Deepti Raman Louis McElroy Vasudha Satagaopan Wajeeha Faiz		Nandini Kaushal	Sayed Ahmad Ayadh Farooq

Motion to increase fees passed with 18 votes.

6. Election of the New Committee

For the first time in the history of the Old Library, there were two nominees for the position of Chairperson. Voting was held online. Invitations to vote were sent to 1588 members, of which 65 voted. Penny Mackenzie received 27 votes and Michele Sadoon received 38. The new Chairperson for the year 2020-2021 is Michele Sadoon.

The new committee is as follows:

Chairperson:	Michele Sadoon
Vice Chairperson:	Roohi Mohtisham
Coordinator:	Livyat Nair
Treasurer:	Priscilla Mok
General Secretary:	Danielle MacIsaac
Roster Secretary:	Deepti Raman
Training Coordinator:	Gunjan Pradhan



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On behalf of the Old Library, Michele Sadoon thanks Tara Dudhia and Sai Lakshmi for their service during the previous years.

7. **Other Business**

Penny Mackenzie challenged the committee members to find replacements so that no person serves for more than 2 years. She requests that the committee put in place strategies to get members more interested in volunteering on the committee.

Penny Mackenzie would like there to be more focus on training new volunteers.

Dolly Jitani would like book buyers to have a greater understanding of the section for which they are responsible. She notes that our library lacks essential books which people commonly have in their collections. Members sometimes request books which are available but these books do not make it into the Library.

8. **Next AGM**

AGM for the 2020 year to be held summer of 2021.



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Name: Michele Sadoon

Position: Chairperson

Date of AGM: 23/Dec/20

Welcome to The Old Library AGM of 2019. This AGM should have taken place as usual in March, but as you all know, we were a bit preoccupied with other events last spring, and our meeting took a back seat to the world events. We also were hoping that as the months went by, we would be able to have it as usual in person, but this too is still not possible. So we are trying for the first time to do it virtually. Please bear with us, this is our first virtual meeting and we are learning as we go along!

The 2020 AGM will take place next summer, and then our 2021 AGM will hopefully take place in March of 2022, and so we will, again hopefully, catch up with ourselves!

2019 now seems like such a long time ago, and many events have taken place since then which have overshadowed that year. But I would like to briefly go through a few points before giving the floor to our Treasurer and our Coordinator.

2018 was a challenging year, as we had to move from our home in DUCTAC, Mall of the Emirates to the Gold and Diamond Park. At the same time, we were also applying for our own license, which we were fortunate to get in November 2018. 2019 was to see the consequences of all this upheaval, and although we unfortunately lost members due to our enforced closure and subsequent move, in 2019 we slowly regained old members and welcomed new ones. All through the year, Emaar and the Gold and Diamond Park have been very encouraging and understanding of our peculiar circumstances, compared to the normal shops they are used to!

But our most important event of 2019 was the Golden Jubilee of The Old Library. Yes, our library turned 50 years old, evolving from a small collection of second-hand books filling three shelves in the home of Sir Julian Bullard, the Political Agent of the British Government in 1969, to our spanking new library in the Gold and Diamond Park. Of course, this called for a celebration, not only to commemorate the date, but as well to acknowledge all the many individuals who have made this entire journey possible. We started working on the logistics at the beginning of the summer, and the party took place at the Kempinski Hotel on the 16th of November. The attendees included volunteers, past and present, and in this respect, we were so happy to see some familiar faces from the past, amongst others Jenny Orford, Chrissie Ammounah and Val Upton, who were with the library many years ago and saw it through many changes and upheavals. We were also honoured to greet Mr. Andrew Jackson, the British Consul General, Ms. Sophia Brecknell, Deputy Head of Mission British Embassy Abu Dhabi, and Dr. Abdulla Alraisi, Director General of the National Archives and many more distinguished guests too numerous to mention here. But most exciting of all was the presence (and what a presence she was!) of Lady Margaret Bullard, the wife of Sir Julian Bullard and the driving force all those years ago in the transformation of a few second-hand books into the proper library that it is today. Fabulous lady, full of stories of the Dubai of 50 years ago, and still very interested in the library she helped create.



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We are extremely thankful to many people who made this party a success. First, we are very grateful to DHL for partly sponsoring the event. And then there is the dream team: Wajeeha Faiz, our Chairperson at the time, who spearheaded the whole event, Tara Dudhia, our Treasurer, who made sure we didn't go over budget (too much), the committee members Sai Deepak, Gunjan Pradhan and Danielle Macisaac, and of course our coordinator extraordinaire Liv Nair, who managed to keep everything and everyone on track without (almost) ever losing her cool. Also, a big thank you to Giulietta Williams, who has been with the library for a long time and who wrote a wonderful story unfolding the journey of The Old Library, with fascinating illustrations by Roohi Mohtisham. All these ladies worked tirelessly and passionately to make everything run smoothly, and I believe we all had a wonderful time celebrating The Old Library Golden Jubilee.

As usual in a transient city like Dubai, we had to say said goodbye to a few volunteers in 2019, and in particular at the end of the year we unhappily said a very sad farewell to Wajeeha, who had been our Chairperson since 2016. Unfortunately for her, she became Chairperson shortly before we had our most challenging times, including the move from DUCTAC to Gold and Diamond Park and the many formalities necessary to obtain our license from CDA, but she took everything in her stride and she is a very tough act to follow.

Finally, of course, we are so grateful for our faithful members, who follow us wherever we go with understanding and loyalty, and welcome all our new members. Most of all I want to thank all our volunteers. We could not have survived all these years without your unending support, input and camaraderie.

Added after the election results:

Thank you for your trust. I would very much like to thank Penny for accepting the nomination to the position of Chairperson. This is the first time in the library's 51 years that there is more than one candidate for any position, and I hope it is not the last. The library needs people who are willing to commit to a more responsible role. Yes, it is a commitment, often challenging but never dull, and very rewarding.

I now want to welcome the new members of our Management Committee: Roohi, who used to be the Secretary and has now taken on the position of Vice Chairperson, Deepti, who is taking on the very challenging role of Roster Secretary, and Priscilla, who is taking on the even more challenging role of Treasurer. Welcome to the team, and thank you all for your readiness in taking on this responsibility. Our new Committee is now:

- Chairperson: Michele Sadoon
- Vice Chairperson: Roohi Mohtisham
- Treasurer: Priscilla Mok
- Coordinator: Liv Nair
- Secretary: Danielle Macisaac
- Roster Secretary: Deepti Raman



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- Training Secretary: Gunjan Pradhan

And finally, I would like to express my gratitude to two people who are stepping down from their role in the Committee. Sai, roster secretary and Vice Chairperson, and Tara, Treasurer. You were both always willing to go beyond your normal duties, and the library was lucky to have your valuable input and involvement. We've been through many great, annoying, fun and some very challenging times, and I couldn't have wished for two better teammates. Luckily, you're not leaving the library family, so there are still more good times in store, and I will probably still annoy you with questions and asking for advice!

Thank you all for joining us this morning and showing your interest in your library, and a special thank you to Mr. Al Sayed Ahmad of the Community Development Authority, and to Mr. Ayadh for taking time out of his busy schedule, and for his continued support to the library. We hope to see many of you again at our next AGM next summer, hopefully in person. In the meantime, for those of you celebrating, happy holidays, happy New Year, and to everyone, stay safe always!



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Name: Tara Dudhia

Position: Treasurer

Date of AGM: 23/Dec/20

Good morning everyone. I hope you're all well and safe.

I would like to begin by saying that, as we changed our financial year end from August to December during this period, this report will deal with the sixteen month period from 1 September 2018 to 31st December 2019, rather than the usual year. I will, therefore, not be making any comparisons to the previous year and will simply be reporting on operations for this period.

With regard to our income, two factors significantly impacted our revenues during this period. The first was our closure during the first three months as we finalized our fit-out and re-location to the Gold & Diamond Park with an eventual opening in mid-November, 2018. The second factor was our offer to all members of a four month extension of their membership due to this closure, which meant that no renewal fees were received until March, 2019. Total revenue for this period was AED 441,025 and this included one amount out of the ordinary, a generous AED 14,135 from DHL towards the library's 50th anniversary celebration.

Our expenditure during this period was substantially higher than previous years for a number of reasons. The main contributing factor was the payment of the balance of the capital expenditure costs incurred as a result of the fit-out of our new premises in the Gold & Diamond Park. This totaled AED 470,232 and brought the total cost of leasehold improvements to AED 633,282, by far the largest capital outlay in the library's history!

Other capital items included the purchase of four chairs from Boss Design at a cost of AED 18,080 and extra shelving above the current fiction shelves for AED 2,878.

In line with our accounting policies, items with a cost below AED 1,000 are not capitalized, and key such costs included the following:

- Chairs (4) – AED 980
- Ikea table – AED 895
- Water dispenser – AED 525
- Mini fridge – AED 450
- Safe - AED 400
- Stools (2) – AED 290

A thorough review of all assets was made and a new asset register with updated information was compiled and finalized in this period, with the support of our accountants. This necessitated the writing off of some assets with a net value of AED 6,387. The related asset tagging remains an outstanding task for completion.



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With regard to other expenses, our operating costs have seen a marked increase and include some entirely new cost categories. While book buying costs remained largely the same, rental expenses increased sharply in this period with the new services and chiller charges now included therein. The acquisition of our own telephone line and internet service, the rental of a post box, monthly electricity charges (a new expense), a new cleaning contract (which was previously covered by DUCTAC in the old location) and new annual CDA licensing fees have all contributed to an increase in running costs.

Due to the increase in running costs and the fact that the last fee increase was in 2010, the Committee, in consultation with our accountants, is proposing a fee increase of 10% to be effective from 1st January 2021 and on which we will later be taking a vote.

An amount of AED 8,118 was spent on farewell gifts for volunteers who left us in the year in appreciation for their service to the library.

A one-off expense of AED 11,550 dirhams was paid to Clyde & Co. for their legal services with the CDA registration. The CDA registration and licensing represents the achievement of a major milestone for the library following significant effort to finally make us autonomous after years of operating under a permit from the Canadian University of Dubai.

There are two other noteworthy one-off expenses that I feel deserve special mention. The first was an expenditure of AED 3,614 dirhams on a small, opening ceremony celebration to mark the beginning of operations in our new Gold & Diamond Park home. The second was incurred as a result of celebrating the very significant occasion of the 50th anniversary of the library. On the 16th November, 2019 a dinner was held at the Kempinski Hotel in the Mall of The Emirates for all our volunteers and invited guests, including Lady Margaret Bullard who started the library all those years ago. Though in her nineties now, she enthusiastically accepted our invitation to attend our celebrations! The total cost of this important occasion was AED 55,645 and included Lady Bullard's travel and accommodation costs.

In conclusion, I am happy to report that despite increased running costs, with the balance of our savings after the fit-out held in a Fixed Deposit account with ENBD and a cash balance of AED 123,241 at period end, the library is in a strong and stable financial position.

I would like to wrap up my report with some thanks to the following: Liv, for her steadfast and cheerful support and help in the execution of my duties; Roxana, for her assistance with the banking and the petty cash payments which lightened my load considerably; Qadi Accountants, for their prompt and ready support on all financial matters; and special thanks to Michele and all the current and former library committee members with whom I have served over the rewarding and sometimes challenging years in the role.

As my term comes to a close, I am thankful for the opportunity to have served such a wonderful organization, met such a varied and fun group of fellow book lovers and would like to take this opportunity to wish the new treasurer all the very best.



Annual General Meeting (2019)

Name: Livyat Nair

Position: Coordinator

Date of AGM: 23/Dec/20

1. **Stocktaking number: We carried out our stocktaking as usual during the summer months.**
Total number of books (as per our 2019 stocktake): 23,376
Total missing: Approx 200-300 books (These are books that sometimes don't get scanned, or might be actually missing books)
2. Blinds were put into the kids section
3. Pantry converted to a wet pantry with Emaar's approval
4. **Other operational points to note:**
 - a. **Renewals** – allowing members to renew books without having to come into the Library. They have the option to call/email and as long as the book is not reserved, can be renewed
 - b. **Website redesign done by Danielle** – opens on both mobile/tablets as well
 - c. **Insurance:** switched from Axa to Orient in December of last year due to lack of service from AXA
 - d. **Parking for volunteers** – after speaking to the volunteers it was found that we can manage with the 2 parking lots that have been assigned to us
 - e. **VAT** – our tax registration under CUD ended in February 2019 and we had to apply for a new number which we got by the end of the year.
5. **50th Anniversary celebrations:** A major part of our operations last year was around the 50th Anniversary Celebrations.
 - a. We had a raffle draw for our members – vouchers from Kino were organized
 - b. There was, of course, the dinner for all our volunteers at the Kempinski and we had lovely give away bags (with a design done by one of our volunteers – Roohi)
 - c. The story of the Library was detailed on a flyer and we still have these in the Library
 - d. We had infographics put up that showed a brief timeline of the history of the Library
 - e. We of course had Lady Bullard visit the Library which was a big highlight – and we presented her with a diary in which we had lovely messages from our members/volunteers/student volunteers

6. Membership numbers for 2019:

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
34	37	26	23	13	31	96	49	93	75	36	58

Total at the end of the year: 571

Average new members per month: 47-48



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7. With regards to our volunteers:

- a. Training: Our Adult Volunteer Coordinator – Gunjan – has been in charge of all new volunteer orientation/training. She has brought on board 24 new volunteers last year.

Our volunteers go through an orientation with her and then 4 training shifts where they shadow older volunteers.

- b. Student volunteers: We have had a steady stream of student volunteers through the year – 60 student volunteers. Again Gunjan has been doing a fantastic job with their training and rostering.
- c. Rostering: We had a challenge in filling PM slots last year as new volunteers prefer to do AM shifts. We did advertise on FB and we received a positive response and were able to fill in quite a few of our shifts.
- d. Coffee mornings were regularized so that there would be more interaction between volunteers and we could meet volunteers across new shifts
- e. Student volunteers: we had proposed a similar coffee morning system for students as well but due to constraints with the timing, it was not possible. Instead it was agreed that we would have snacks kept aside for students in the pantry (should they require it).

Election results:

Total number of people who were counted in the vote: 62 volunteers+1526 members=1588

Total number of responses: 65 (45 volunteers+20 members)

Penny: received 27 votes

Michele: received 38 votes

The new Chairperson for the year 2020-2021 is Michele.

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The Old Library
Dubai - United Arab Emirates

Statement of balance sheet
At 31 December 2019
(In United Arab Emirates Dirhams)

	Note	2019	2018 (31 August 2018)
Assets			
Non-current assets			
Property, plant and equipment	4	513,277	192,467
Fixed deposit		850,000	-
		<u>1,363,277</u>	<u>192,467</u>
Current asset			
Inventories	5	5,131	6,798
Other receivables and prepayments	6	91,084	85,644
Cash and cash equivalents	7	143,788	1,544,462
		<u>240,003</u>	<u>1,636,904</u>
Total assets		<u>1,603,280</u>	<u>1,829,371</u>
Equity and liabilities			
Equity			
Share capital	8	-	-
Retained income	9	1,583,570	1,792,116
Total equity		<u>1,583,570</u>	<u>1,792,116</u>
Current liabilities			
Other payables	10	19,710	37,256
Total liabilities		<u>19,710</u>	<u>37,256</u>
Total equity and liabilities		<u>1,603,280</u>	<u>1,829,371</u>

The notes 1 to 14 form an integral part of these financial statements.

The financial statements on pages 3 to 11 were authorised for issue on

08 JUN 2020


Michele Lynn Sadoon
Chairperson
The Old Library

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The Old Library
Dubai - United Arab Emirates

Statement of income and expenditure
For the period ended 31 December 2019
(In United Arab Emirates Dirhams)

	Note	2019 (16 Months)	2018 (12 Months)
Income	11	440,353	307,996
Other income	12	672	3,785
		<u>441,025</u>	<u>311,781</u>
Operating expenses	13	(649,571)	(283,631)
Excess of expenditure over income/Excess of income over expenditure		<u>(208,546)</u>	<u>28,150</u>

The notes 1 to 14 form an integral part of these financial statements.

The financial statements on pages 3 to 11 were authorised for issue on



Michelle Lynn Sadoon
Chairperson
The Old Library

08 JUN 2020