

Olney Mill BOD Meeting January 2020
January 2, 2020- OLNEY PUBLIC LIBRARY

In attendance: Michelle West, Jerry Moxley, Geoff Troidl, Kevin Reese, Owen Graham, Doris O'Neill and Karen Herrera-Morales

CALL TO ORDER

NEW BUSINESS

1.) Bookkeeper Position

The bookkeeper position has yet to be filled. Ad will be posted in an email blast to membership in hopes someone will be interested in filling the position, possibly a stay at home parent or someone as a side business as bigger companies have declined. An ad would also be posted to OBX, Facebook groups and Nextdoor. Position duties include collecting and sorting/entering mail, arrange EFT or checks for bills, update Quickbooks database and members, print invoices and track waitlist traveling to post office etc.

2.) Georgetown Contract

Michelle has not signed contract until everyone has had a chance to review again and all agree. Contract is 8% higher and instead of 108 days versus 101 days and increase in minimum wage that factored into increasing the rate. Doris mentioned that minimum wage was being paid to certain employees and that increasing minimum wage should not be a factor in increasing rate and if so, making sure the employees are in fact being paid minimum wage. Michelle stated she would send an email to Georgetown Contract to clarify.

CONTINUING BUSINESS

1.) Annual Member Letter

Annual letter to go out in membership mailing at end of the month. Contents of payment schedule to be mailed along with the letter. Membership in the past has sent letters. Accounting program has the information needed.

Electronic mailing has been brought up and many people have stated that it was not ideal as many do not have email addresses. Many email addresses from a year ago were provided. Talk to Brodny to verify how membership payments go through.

2.) Guest Passes

Michelle has sent the member draft letter to BOD. Need to address the possibility of elimination of permanent guest passes and instead provide each family with 20 single use guest passes in the form of existing guest card. Letter will also reflect dues being kept the same. Membership letters of the past have forewarned that guest pass usage would be monitored.

Michelle is to reword and send out for approval by BOD.
Design of Guest Pass also needed if/when decision is made.

3.) Front Desk Computer System

Owen will be testing out the computer and purchase a new battery. Will update the cost of the battery or if computer needs to be replaced with a new laptop. Jennifer had an external drive that backed up the front desk computer. Copy of that drive would be copied onto new computer.

COMMITTEE UPDATES

1.) Maintenance

Kevin obtained new keys (not on person) and new lock box with a new combination (provided at meeting).

Michelle outlined survey results with regards to maintenance that included:

- Dirty shower curtains. -New showers curtains to be bought in bulk.
- Dirty tables and filthy chairs. - Stains from chairs from tanning oils may be the reason and tables were left unclean by previous member users and sometimes berries from trees.
- Front lobby requires attention. - Walls to be painted and front desk was to be painted a vibrant or logo color blue. Furniture to be spruced up with new throw pillows once looked over. Possible cork board to be installed.
- Play equipment in kiddie area requested. -Kevin mentioned potentially purchasing a new one. BOD also stated that there is a playground right within view of fence that can be used.
- Ladders missing several days. -Ladders are pulled off swim team lanes and placed immediately afterwards.
- More live music and game nights (i.e. poker, bunko night).
- Food trucks and hot food options.
- More dairy free treats in ice cream bar. -Owen mentioned he'd look into more options.
- Clocks in kiddie area to be replaced. -Kevin will look into it.
- Requested a library/ book trade in the front desk area.

Overall, all results were positive.

2.) Treasurer

Nothing to report.

3.) Membership

Doris stated she has received four interests in membership. One member requested information with regard to her bond, but Doris does not have access to bond list. Accounting program is to have that list available.

4.) Social

Geoff to look into casino night options and cost. Addressing the survey to take into what is requested for social.

5.) Swim Team

No representative to report.

6.) Other

Jerry reported he is archiving artwork, graphics, PDF agendas, meeting minutes, PDF of Bylaws and shared with Karen and forwarded to Olney Mill gmail. These are to get posted onto the Google drive for all BOD access.

Geoff needs insurance paperwork (policy, declarations page) to compare and receive right quote for coverage options.

Next meeting February 6, 2020 tentatively at the Olney Library.

ADJOURN