

Braille Library and Transcribing Services Inc.

6501 Watts Rd. Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

August 5, 2021

Call to Order: President Patricia Herrling called the meeting to order at 9:40am. Members present: Sandra Adams, Kathy Dorn, Melanie Moore, Sue Nelson, Karen Perzentka, Constance Risjord and Joan Sholdt; Staff in attendance, Aaron Konkol and Sue Danz.

There was no president's report.

Approval of Minutes: Sue Nelson moved to approve the minutes of June 3, 2021 with one correction. Motion passed.

Treasurer's Report: Totals as of June 30, 2021: Checking account, \$7,424.40; Money Market, \$4,301.60; Mutual Funds, \$135,444.90; total, \$147,170.90.

An email vote was taken after our June meeting and the following motions were made and seconded by Patricia Herrling and Sue Nelson respectively and were approved unanimously. 1. Give Sue Danz a one-hundred-dollar gift card in lieu of an annual raise. 2. Give Aaron Konkol an hourly raise of \$1.50 beginning on July 1, 2021. 3. Give Aaron Konkol a signing bonus of ten thousand (\$10,000.00) to be made in two equal payments. One payment to be made June 30, 2021 and the second on November 30, 2021.

Office Manager's Report: Aaron thanked the Board for the raise and bonus and he truly appreciated the Board's support and the great work the volunteers provide to the braille readers.

Our website is up-to-date; however, the taping service should be removed from our mentioned services. Our mission statement should be added to it. Board members should review our Facebook Page and other materials and give Aaron changes or deletions to them.

Braille Coordinator's Report: Her production report showed a rise in transcription both for clients and the library. Sue Nelson did a cost analysis for a braille page and found it to be \$1.25. She took into account cost of paper, Sue Danz's time/salary and other factors. A new proofreader has been suggested by a current one and, as soon as her certification can be verified, she might be a good fit for BLTS.

Barbara Miller is living in a Amish facility and has begun a braille library for Amish readers. She will provide some print books to be transcribed for inclusion and also make suggestions for other future titles.

A discussion was held regarding symbols to be placed on the Special symbols page at the front of books. Appendix G in the Braille Formats book has a complete listing of these and when they are to be included. A special email informing the transcribers of this information will be sent.

Kimberly Morrow, a current proofreader, has outstanding invoices for books she has finished recently; however, upon the receipt of the proofreading reports with few, if any errors found, volunteers proofread at least 50 pages in the books and found mistakes. One book had no page numbers in it and this was not noted on her completed proofreading report. Aaron and Sue Danz have spoken with her about some of these things and Kimberly feels she did an adequate job. A motion was made to dismiss her without paying these invoices; motion failed with Karen abstaining. Sue Nelson then made a subsequent motion to pay Kimberly to proofread each book, one at a time, and, if her work was up to BLTS' standards, she would receive payment. This motion passed with Karen abstaining due to a conflict of interest because she is a current proofreader for BLTS. Aaron will send her an email explaining our motion to determine if she wishes to proof the books again to receive the \$1,049.00.

Connie, Sandy and Melanie will write a quality- control policy for future proofreaders and also one to monitor all proofreaders and review work annually.

Committee Reports

Education: Connie reported that one student is writing her manuscript again and must finish soon before her Braille 2000 license expires.

Four individuals have expressed their interest in transcribing; therefore, Connie and Patricia will determine when a class should/could begin.

Braille Conversations will be led by Lindy Walton to begin in September. Menus and recipes will be covered and in October handicrafts will be featured. If Board members have suggestions or issues in these areas they should contact Lindy so that these matters will be discussed.

Anniversary: Sue Nelson, Kathy Dorn, Joan Sholdt and Karen Perzentka are members of the subcommittee which is planning the celebration to be held on October 12, 2021 from 4:00 to 6:00 at Blackhawk Country Club. Deb Dieter, daughter-in-law of Shirley Dieter (BLTS member) and friend of Karen Perzentka is serving as the sponsor at the country club. The menu has been chosen with five items at the buffet table to serve fifty guests. The cost for the food is approximately \$1,000.00 and a cash bar will be available. The invitations are being printed through Office Depot at a cost of \$214.99. Labels and envelopes will need to be purchased. Aaron will print the labels and the envelopes will be finished in-house (adhering labels and postage along with placing the invitations in them). "And Guest" will appear on label after name of person being invited. A note will be placed in former transcriber's invitations with the signatures of Sue Nelson, Connie Risjord and Karen Perzentka, to personally encourage them to participate in the celebration. The message will include a prompt to call Karen who will arrange a ride if they need one.

Sue will check with staff at Blackhawk about cost of deposit and if flowers could be brought into the facility. Karen suggested that the flower arrangement could be given to Deb Dieter afterward for her involvement in the celebration.

A table at the entrance to the room will be set up for name tags and distribution of anniversary booklets. Someone will be there to welcome each guest.

Fund-raising:

Aaron has sent out both the member and community fund-raising letters. Contributions are coming in. A contact for Epic has changed and Sue will talk with her daughter who is employed there to locate the new person. He sent information to the Jack DeLoss foundation and Madison Gas and Electric Company as they have given grants to us in the past.

Library

Kathy Dorn has weeded out the older handicraft books and there are 63 which can be sold.

We need new boxes and the school for the Blind and Visually impaired at Janesville will be contacted for their advice as to how and where to order new ones.

The Library Committee has chosen books to be transcribed and they will be purchased. Lynn Mack gave BLTS a Thrivent Insurance card for this use but Amazon does not want to accept this. This card must be used by September 12 and is in the amount of \$250.00. Patricia will do more investigating in this matter.

Old Business: The database is being revised for our catalog of braille books. Title and information must be entered individually so will not be completed until next year. ""Tiny Cat" is a web-based catalog which is linked to our web-site. It will cost \$240.00 per year and will allow patrons to search by category.

Newsletter/Publications: Articles have not been submitted for "Dear Pearl" by Board members as of yet and a new date of August 16 was set for them to be completed and into the office. The article discussing the Annual Meeting of BLTS for 2021 has been omitted. After the anniversary reception work will begin on a new Red Book and our braille catalogues.

Connie has reviewed and revised our brochures.

Members were encouraged to take an anniversary book and Annual Report after the meeting.

Patricia will bring a clock to the office as our old one no longer works.

Adjournment: The meeting adjourned at 12:05pm.

Submitted by,

Karen Perzentka

view work annually.