

Braille Library and Transcribing Services

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Director's Meeting Minutes

October 7, 2021

President Patricia Herrling called the meeting to order at 9:35AM. Members present: Sandra Adams, Kathy Dorn, Sue Nelson, Karen Perzentka and Constance Risjord. Members absent: Melody Moore and Joan Sholdt. Aaron Konkol, Office Manager and Sue Danz, Braille Coordinator were also in attendance.

Patricia had no president's report.

The minutes of August 5, 2021 were approved with a motion by Kathy Dorn and passed.

Sue Nelson presented the financial report. Balances as of October 4, 2021 were: Checking account, \$15,237.42; Money Market, \$5,202.80; Mutual Funds, \$133,897.90 Total, \$154,338.20.

Both member and community contributions are up from last year. Braille production income is also slightly higher. Sue noted that in the past 24 years, we have been in the black only four times.

Aaron Konkol reported that a letter was sent to Kimberly Morrow, a former proofreader delineating conditions for her continued employment at BLTS. A return letter from her came to the office declining the offer and listing several recommendations for future proofreaders to follow. No other communication is needed from the office.

Sue Danz reported that a new proofreader was recommended to us. She has worked for the Clovernook Printing House for the Blind for many years. Thus far a record of her certification by the Library of Congress has not been located. Because she has proofread for thirty years the document may not be found. A policy for proofreaders has been written to include quality control, qualifications, knowledge of Unified English Braille rules, description of expectations and payment for proofreaders. Contracts and a cover letter in braille and print will be mailed to proofreaders along with a stamped enclosed envelope which would be returned to the office. This motion was made by Patricia and passed.

#### Committee Reports:

Connie reported that a braille class orientation was held with four persons attending. The class will begin on October 21, 2021 at 3:30PM.

Sue will investigate a course for braille proofreading for sighted individuals.

Sue Nelson reported that everything was ready for the 50<sup>th</sup> anniversary reception at Blackhawk Country Club on October 12 from 4 to 6PM. Several former transcribers notified Board members that they were unable to attend.

The Fund-raising report was given by Aaron who stated that Epic Corporation had sent in a donation for \$11,000.00. As of this date no donations have been received from the Jack DeLoss foundation nor Madison Gas and Electric. Some of this money is used to purchase print books for braille transcription. The topic will be placed on the December agenda.

The Library report was given by Patricia. Mailing boxes for the lending library are greatly needed. After a lengthy discussion a motion made by Karen to purchase twenty-five Velcro boxes for \$500.00 passed. Sue Danz will talk to Barbara who is forming an Amish community library to see if she is in need of these boxes, and, if so, we might be able to purchase them together for a lower price.

Sue Nelson and Kathy Dorn are entering book titles into the new database and hope to be finished before January. Patricia made a motion to pay \$72.00 per year for TinyCat. The motion passed.

Newsletter/Dear Pearl: It was decided to send a small "Dear Pearl" in December to include a President's report and a donation request for both members and community representatives.

A committee to edit and update the Redbook will be formed. Kathy Dorn and sue Danz offered to serve on it. They will ask Melody and/or Joan to join them.

New Business: BLTS is in need of added space for workshops, classes for braille students, expansion of the library and accessible storage. Two suites will soon be available and after the options were discussed a motion was made by Connie to rent Suite 134A (at the front entrance) for a cost of \$350.00

per month, passed. Aaron will speak with management to inquire of the possibility for renting the office for one year and going forward paying monthly with a 90-day option to cease the agreement. Both management and BLTS could break the agreement.

Adjourn: 12:05PM.

Submitted by:

Karen Perzentka, Secretary

As of October 4, 2021