

Braille Library and Transcribing Services

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Director's Meeting Minutes

December 2, 2021

President Patricia Herrling called the meeting to order at 9:37AM. Members present: Sandra Adams, Kathy Dorn, Sue Nelson, Melody Moore, Joan Sholdt, and Constance Risjord. Members absent: Karen Perzentka. Sue Danz, Braille Coordinator was also in attendance; Aaron Konkol, Office Manager was absent.

Patricia had no president's report.

The minutes of October 7, 2021 were approved with corrections with a motion by Sue Nelson and passed by voice vote.

Treasurer's Report: Sue Nelson presented the financial report. Balances as of November 30, 2021 were: Checking account, \$12,970.02; Money Market, \$5,328.70; Mutual Funds, \$135,485.07. Total, \$153,783.79.

Aaron has received his second payment from BLTS and Sue Nelson is still working to resolve the issue with the IRS regarding payroll.

Office Manager's Report: Aaron has signed the lease agreement for the new office space and we should be able to move in on December 6, 2021. Classes will be held in that space as well as other activities to be decided.

Thirty new Velcro mailing boxes (\$80/box) have been ordered for BLTS (an order shared with Barbara Miller who also ordered 30 boxes to reduce costs). Eight new chairs (like the ones we have now) have been ordered for the new space and donated by Connie Risjord.

Braille Coordinator's Report: Sue Danz reported that she has been in contact with 2 potential proofreaders. She hasn't heard back from them since she sent them the contract, but will follow up with them. Sue hasn't learned any more about the sighted proofreader course but will check into it soon. A discussion ensued about what things get proofread and by whom.

Committee Reports:

Education: Connie and Patricia reported that all 4 students in the new class that started in October, are doing well. Connie is looking for guests to attend the study sessions to speak to the students.

Melody reported that she is nearing the end of her Nemeth course. Patricia will talk to Lindy Walton about how to best use this new skill.

BLTS is working on revising knitting/crochet and recipes/menus and will send them to Lindy Walton for her comments.

Fund Raising: We have received a grant from Pleasant Rowland, and donations from EPIC (\$11,600), Jack DeLoss (\$6000), and Evjue (\$3500). The Evjue donation was denied last year but this year's donation was \$500 more than in 2019. Aaron reports that there seem to be fewer smaller donations now but more larger donations are being received.

Library: Patricia reports that the number of items sent out in November was down a bit. There have been problems with getting the post office to pick up boxes from the mail room. Aaron has gone to the post office and discussed this with them so we hope the problem goes away.

Entries into the new web database have been completed by Sue Nelson and Kathy Dorn. Patricia will send the link for this system to the board members so they can try it out. The next step is to decide how to introduce it on the BLTS website.

A project for 2022 will be to decide which print/braille books to transcribe in UEB and to discard those that are still in the old system. We will need some money for this project to purchase new books. We will have a refresher/training class and workday for transcribing these books. This will include a discussion of what makes a good children's book to use for this purpose as well as how to do tactiles, when appropriate.

Newsletter/Publications: The December Dear Pearl will go out this month and include the President's report and a request for year-end donations.

Old Business: Sue Danz, Connie Risjord, and Kathy Dorn have formed a committee to revise the Red Book.

New Business: None.

The meeting was adjourned at 11 AM.

Melody Moore, notetaker for Karen Perzentka