

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors' Meeting Minutes

February 3, 2022

President Patricia Herrling called the meeting to order at 9:45. Members present: Sandra Adams, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord and Joan Sholdt. Kathy Dorn was absent. Staff in attendance: Aaron Konkol and Sue Danz.

Patricia congratulated Melody for completing the Nemeth course. An announcement of her availability to transcribe work sheets and other short exercises will be given to the TVI's list and placed on our website.

The minutes of the December 2, 2021 were approved.

Treasurer's report: The January financial report was distributed. Checking account: \$10,895.91; Money Market: \$9,699.58; Mutual Funds: \$133,948.09; Total: \$154,543.58.

A draft of our Annual Report for 2021 was discussed. Some minor changes were made and Sue and Aaron will complete it. The 990EZ forms have also been completed and Sue has forwarded this to someone who will file them.

Office Manager's Report: Aaron will update the website and apply for the annual Aliant Energy Grant for 2022.

Braille Coordinator's Report: A new proofreader from Colorado has been secured and seems to be working out quite well.

A transcriber from Montana contacted BLTS and would like to braille for us, especially cookbooks.

The 2021 report noted a decrease in brailled pages by 4,000; however purchased embossed pages were up from the previous year.

Committee Reports

Education: Connie reported that three students are presently taking the Braille Transcribing course. Two are progressing nicely; however one student is struggling and his future is unknown. A An eight-

year-old student came to speak to the class and they were thoroughly entertained and gained knowledge from his visit.

Library:

Patricia noted that books borrowed in 2021 was slightly lower than 2020. A possible reason was the slow service from the postal service.

Sue Nelson and Kathy Dorn have completed the data entry into TinyCat. Patricia and Aaron will determine the best options for placement onto our web page. They will place links on the search options and hope to complete this by the end of this month.

Newsletters/publications:

A "Dear Pearl" will be sent out on March 9, with articles to Sue Danz by March 1. To be included in this issue: Recognition of Joel DeVore's many years of service and announcement of his retirement from transcribing; an announcement for Melody's completion of the Nemeth course; recognition of a donation of historical materials from Alison McKee illustrating Moon type books; welcomes to the new proofreader and transcriber; and the addition of another office in Room 134A. There will also be an invitation to our Annual meeting and luncheon on April 7 at 11:30 in the BLTS offices.

Annual Meeting: The meeting will be held in person on April 7 at 11:30AM in our offices with reservations being required. Sub sandwiches will be provided – Sue Danz will check for pricing at a few restaurants. Chips will be provided by Connie; desserts brought by Melody, Joan and Karen; Sandy and Sue Nelson will bring soda.

Melody, Sandy, Sue and Kathy will end their terms on the Board this year. They agreed to serve for another term; someone will check with Kathy.

New business: Connie requested another person be secured to assist her with the transcribing class; she will act as a mentor and it is hoped that the person could follow her after she retires from this position. No names were brought forth at this time.

The meeting was adjourned at 11:20AM.

Submitted by:

Karen Perzentka, Secretary