

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, Wisconsin 53719

Board of Directors Meeting Minutes

October 13, 2022

CALL TO ORDER: President Patricia Herrling called the meeting to order at 9:30AM. Members present: Sandra Adams, Kathy Dorn, Melody 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: The meeting minutes of August 4, 2022 were approved with some corrections. Joan Sholdt was present at that meeting. Add capitols to Perzentka and Dorn. Aaron will be asked to make these changes.

TREASURER'S REPORT: Sue Nelson reported that the checking account balance as of October 1: \$3,808.01; Money Market, \$2,272.79; Mutual Funds, \$99,317.33; Total: \$105,398.13. She had to withdraw \$25,000.00 from Mutual Fund account last month to cover the expenses and will most likely need to withdraw another \$5,000.00 this month. Contributions from the Epic Corporation and the De Loss estate have not been received as yet.

A discussion ensued regarding organizations, individuals and other entities who might be willing to donate to BLTS. Sue will write to some potential donors. Culver's and Subaru were some suggestions made. Board members were encouraged to send Aaron other ideas.

Aaron will also investigate becoming a member of United Way; he had done this a few years ago but they have changed some of the criteria since then.

OFFICE MANAGER'S REPORT: Since our last meeting Aaron has sent announcements for our new Transcribers' class to Middleton Times and other area Shopper newspapers. Patricia covered the cost of these advertisements.

The Spectrum services are working well and he especially likes the phone system. He would like to purchase the digital answering/voicemail system. He ordered more anniversary pens and book bags for the office which were purchased by Connie and Sue Nelson respectively.

BRAILLE COORDINATOR'S REPORT:

: Sue Danz reported that braille page production was down somewhat during September; however this gave her time to catch up on the many projects she oversees.

She reminded Board members to keep track of the hours they worked proofreading other materials, such as cookbooks and print/braille children's books.

Education: The two current students are working on their manuscripts. She recommended that we change the language on the title page from "Transcribed into" to "Transcribed to". The Board approved this language change. She will check with Jennifer Dunham of the National Library Service to make sure this is acceptable.

One woman attended the orientation session for the next transcriber class; however she cannot begin until January. It was decided that additional announcements should be made on our web site, in libraries and Senior Centers announcing this new date.

Fund Raising: No report was needed – see financial Report.

Library: Patricia stated that many print/braille books are being enjoyed; not as many books were borrowed; however patrons of the library have increased. More craft books are needed.

Newsletter / "Dear Pearl": The next edition of "Dear Pearl" will be compiled by the end of October / early November. Topics to be covered in this issue were written in the August minutes. The passing of Betty Stern, Pat Lang and Harriet Fisch

Should be announced. Sue Nelson suggested that an article be added encouraging readers to add BLTS in their estate planning.

OLD BUSINESS : The "Red Book" is finished; however the cover needs to be revised with current information added to include our new address and name.

The Transcribers' policy should be placed on our web site, in our policies and procedures and in our Training materials. A transcriber must braille at least 300 pages annually. Braille software provided to transcribers must only be used for BLTS or equivalent volunteer work.

RSVP has requested that some Board members file a volunteer form with them. Return all completed forms to Aaron and he will submit them to RSVP.

NEW BUSINESS: Job Descriptions were reviewed and changes were made to reflect current duties.

President: Add "Annual Report" to the section listing Reports.

Treasurer: Change duties from "monthly, quarterly" to "Bi-monthly". Change "into" update to "update".

Braille Coordinator: Add to duties: "Oversee "Dear Pearl" at least twice per year. Add "Production Report". Change "Brailist completes job" to "Brailists complete job," emboss files, and assign to proofreader. "answer phone if other staff is not available." Add "thermoform, if needed."

Office Manager: Add "volunteer hours for RSVP: to #3.

At the next meeting the Vice President and Secretary's job descriptions will be reviewed.

Our next meeting will be on December 8, 2022 in the BLTS office.

ADJOURNMENT: We adjourned at 11:00AM.

Submitted by:

Karen Perzentka, Secretary

Secretary