

Braille Library and Transcription Services

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

December 8, 2022

President Patricia Herrling called the meeting to order at 9:40. She had no report.

The Minutes were approved with a formatting correction.

Treasurer's Report: Sue Nelson reported the following: As of December 4, 2022: Money Market, \$2,517.00; Mutual Funds, \$100,533.95; Checking Account, \$8,857.15; total: \$111,908.10.

Members were extremely generous this year; however some contributions by donors have not been received as yet.

Aaron presented his Office Manager's report. The "Red Book has been completed and were distributed to Board members. It will be transcribed into braille. He plans to send them to members along with the announcement for our upcoming transcriber class and end-of-the-year letter.

A digital answering machine will be obtained from Spectrum. Directions of its use will be place by the phone in the office. It was also suggested that directions for the use of the embosser be placed in the room where it is located.

Sue Nelson and Connie were thanked for the donations of our pens and new book bags.

Sue Danz, Braille Coordinator, presented her report. Many books were added to the library along with cookbooks

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#### COMMITTEE REPORTS:

Education: Connie reported that the two students have completed their manuscripts – one student did very well; the other needs more attention.

Board members were encouraged to take the announcements for the new class and place them in public buildings and libraries.

A discussion ensued concerning the placement for isbn's for eBooks. It will be researched through BANA and The Library Of Congress.

Fund Raising: Aaron reported that money from the Epic Corporation and the Jack DeLoss fund have not been received. He contacted someone from Epic and they noted that the funds have been approved but might not be received by the end of this year. He intends to write more grant requests and to look into United Way and Culvers for possible inclusion for future donations.

He requested that Board members send him the hours they accrue for BLTS monthly so he can send the information to RSVP. In turn they will promote BLTS in hopes of finding more transcribers.

Library report: Patricia noted that borrowing by adults has gone down slightly in the past year but children's requests have increased. Statistics show that books borrowed were 1,300 books borrowed last year to 1,000 this year; clients have decreased from 190 to 150; however there are more schools using our library this year.

Patricia will look into BRFS and wonders if we should buy some cartridges.

Newsletter and Publications: As written earlier in these minutes the Red Book has been completed and the committee was thanked for their efforts, especially Sue Danz. Aaron stated that Betty Oakley has moved to a facility in Milwaukee to be nearer to her family.

OLD BUSINESS: The Vice President and Secretary job descriptions were approved as written. The Transcriber policy will be placed on our website in the private section.

Aaron was approved as the Braille 2000 key manager.

No formal holiday luncheon or open house was planned this year; however a few members of the Board and other volunteers will meet at the Cheesecake Factory for lunch on December 20<sup>th</sup>.

Next Meeting will be held on February 9, 2023. Melody agreed to serve as secretary in place of Karen who will be on vacation.

Adjournment: The meeting was adjourned at 10:45.

Submitted by, Karen Perzentka

