

BRAILLE LIBRARY AND TRANSCRIBING SERVICES, Inc. 6501 Watts Rd. Suite 149
Board of Directors Meeting Minutes
February 9, 2023

Call to order: The meeting was called to order at 9:40AM via Zoom because of the snow storm.

Members present: Sandra Adams, Patricia Herrling, Melody Moore, Sue Nelson, Constance Risjord and Joan Sholdt. **Absent:** Karen Perzentka and Kathy Dorn. **Staff present:** Aaron Konkol, and Sue Danz.

There was no president's report.

Discussion and approval of minutes

Minutes approved with one minor change that Aaron will make regarding the new digital answering machine.

Treasurer's Report: Sue Nelson

As of February 4: Checking, \$13,106.76; Money Market, \$4,863.09; Mutual Funds, \$101,556.72. Total: \$118,526.72. We have considerably less money than we did last year at this time. Causes are: some of the donations not coming in yet, higher expenses, and less earned from invested funds. Some donations come in twice in one year and then skip a year, probably for tax purposes.

There was a mistake made in the payroll processing this month so that employees will not receive a paycheck when anticipated. BLTS will work with employees to cover this until paychecks are received.

Office Manager's Report: Aaron

The Annual Report is nearly finished. Aaron will send it to Board members for approval and then post it on the website.

The program with RSVP is going well; through it we have a student for the newest class.

There has been a problem with our payment of rent. Each month Aaron has received 2 notices saying that we have "0" balance, but he recently received notice that BLTS owes \$1400 back rent. This is due to an annual 1% increase in rent, but we were never notified of this. We are paying this bill, but we feel the fault is with Scenic Ridge Apartments as they didn't notify us of the increase and continually stated that we were paid in full.

Braille Coordinator's Report: Sue Danz

Transcribed material increased in 2022. In addition to MG&E bills, we are now doing about 8 invoices for Kansas City Water and another utility wants theirs done by us as well.

Committee Reports

Education: Connie/Patricia

The new class, started a few weeks ago, has 3 students, all of them younger students, and seem to be good candidates for new transcribers.

The Irie embosser is still being explored, with the main issue being that images are not as sharp as we would like. Once more work is done on this, it will be very helpful as it will insert an image (such as an apple) as braille dots. There will not be a workshop this spring.

Fundraising status: Aaron

Aaron will check with United Way today (Feb 9) to see if we can participate and if not, why not. He will make note of this so that we will know next time the question surfaces. The Board believes it is time to move to a blanket approach solicitation to groups such as the Lions, Lionesses, Rotary, and Kiwanis. Ophthalmologists may be another source of donations. Aaron will work on this before the next meeting.

Library: Patricia

We have several new clients. We will soon need new books to transcribe; the selection committee will meet next week to choose them.

Newsletter/Publication

The next Dear Pearl is scheduled for March.

Old Business

All job descriptions are now current and will be placed in the policy folder before the next Board meeting, as well as being maintained in a computer file.

Before the next Board meeting, Aaron will meet with staff and Board members that are frequently in the office to show them how to use the new digital answering machine from Spectrum. The directions for its use will be placed by the phone in the office. Instructions for the embosser will be placed next to it by Sue Danz.

The issue of placement of ISBN numbers for eBooks will be discussed again at the next Board meeting. In general, we believe the ISBN number entered on the title page should be for the book being transcribed. The only time an eBook will have its own ISBN is if it doesn't have a paper copy as well (such as a Kindle book).

The issue of BRFS and purchase of cartridges is deferred until next Board Meeting.

Aaron will put the Transcriber policy on our website in the private section.

New Business:

The Annual Meeting will take place on Tuesday, April 11th at 11:30 am. We will discuss food for this event by email. At this time the election of officers and Board members for 2023-24 will take place, along with other business.

Adjournment: The meeting was adjourned at 11 A.M.

Submitted by: Melody Moore and Karen Perzentka