

6501 Watts Rd.; Suite 149

Madison, WI 53719

Braille Library and Transcribing Services Inc.

Board of Directors Minutes

October 12, 2023

Members Present: Kathy Dorn, Sue Nelson, Sandra Adams, Joan Sholdt, Melody Moore, Connie Risjord, Patricia Herrling, Sandy Adams; absent, Karen Perzentka.

Staff Present: Aaron Konkol and Sue Danz.

President Patricia Herrling called the meeting to order at 9:40AM. There was no president's report.

The Board meeting minutes of August 10th were approved as well as the meetings held via Zoom on September 5 and 15 with a motion from Sue Nelson and seconded by melody Moore and voted upon unanimously.

Treasurer's Report: Current assets:

Checking account \$5,063.37; Money Market, \$2,533.39; Mutual Funds, \$94,715.69; total: \$102,312.45.

Sue reported that she transferred \$5000 from the Money Market fund to the checking account. She will need to sell \$15,000 worth of shares and transfer them also to the checking account to get us through the year.

Sue plans on applying for a Delta Gamma grant in the near future.

Office Manager's Report:

Microsoft created a Microsoft 365 for nonprofits in the past. Now they have upgraded that and are making the business premium package available for nonprofits. This can be installed on up to 10 computers for free.

We will be switching back to TDS for phone and internet. Aaron believes TDS is better for call forwarding than Spectrum. Since TDS will eventually be phasing out providing email accounts, Aaron will work at

switching over to Microsoft. He will set up the new emails and then discuss the process at a later meeting.

Braille Coordinator's Report:

We have been doing more transcribing for clients than the BLTS library recently.

We will discuss fees we charge at the December Board Meeting.

Committee Reports

Education: 2 students are completing their books for certification. 2 other students will hopefully be certified in the future. There will be no class this fall of 2023. The next class will be fall of 2024. Starting a class in January didn't work well because of summer holidays and vacations.

Fundraising status:

Aaron has applied for a WISP grant for \$10,000 to cover office supplies and other costs. The application for this grant is long with many details and questions to be answered. If it is approved more specific information will be necessary.

Aaron has repeatedly filled out the forms to be able to receive Community Shares. Someone from there called him recently and said that they would be soon accepting new applicants for the first time in 5 years. In order to be eligible to receive grants from them, someone from the organization must sit on the Community Shares Board. Aaron said he would be willing to do that.

We need to order more Braille 2000 licenses, plus a key to use when internet is not available. Aaron will also order a WI FI repeater that can be used in the conference room. Potential grant money could be used for these type of expenses as well as for embossers or other equipment.

Library:

The committee hasn't met recently but there are plenty of books available to be transcribed.

Newsletter/Publication:

The December Dear Pearl is finished and Aaron will be sending it for proofing shortly. Sue said it cost about \$200 to print; the Board thought it was worth it to keep printing rather than sending it electronically.

Old Business:

Braille Conversations Update: The committee addressing this will meet sometime in November to brainstorm options.

New Business:

BLTS will host the Wisconsin Library Association on October 26, during its convention, with two tours of its offices. Sue Danz, Aaron, and Connie will be present to conduct the tour and answer questions. On exhibit will be: print/braille books, the tactile embosser along with actual tactiles, and an open Braille 2000 program on a computer. They will also see how files are embossed. The process of becoming a braille transcriber will be described and other pertinent information will be given.

The next meeting of the Board will be held on December 14.

The meeting adjourned at 11:00AM.

Submitted by Karen Perzentka with assistance of Melody Moore