

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

## Board of Directors Meeting Minutes

December 12, 2024

1. **CALL TO ORDER** The meeting was called to order by president Patricia Herrling at 9:30AM. Members present: Sandra Adams, Dorothy Brar, Lori Hanson, Melody Moore, Sue Nelson, Constance Risjord and Joan Sholdt. Staff in attendance: Aaron Konkol and Sue Danz. There was no President's report.
2. **APPROVAL OF MINUTES** The minutes of October 17, 2024 were approved with 2 corrections noted, via a motion by Melody and a second by Sue Nelson.
3. **TREASURER'S REPORT:** As of December 5 assets are as follows: Checking Account, \$5,136.99; Money Market, \$7,927.03; Mutual Funds, \$101,942.34. Ten thousand dollars will be added to the total assets as a check has been received from WisPack Inc. in that amount in December.
4. **OFFICE MANAGER'S REPORT:** Aaron stated that all was going well. He is updating the web site regularly. Two computers in the office keep freezing up and he is working to remedy the situation.
5. **BRAILLE COORDINATOR'S REPORT:** A new brailist from Minnesota has joined BLTS; she also is certified in Nemeth code.. The group in that State did not have enough members to continue.  
A new transcriber's note is being developed by Sue and will be sent to all Board members for their review. It will be placed on the second preliminary page
6. **COMMITTEE REPORTS:**  
Education: Presently four students are enrolled in the Transcribers' class and they seem to be doing well.  
Another print/braille workshop will be held in January to assemble the books begun this past month.

**Fund Raising:** A request for a \$10,000.00 grant to fund a tactile machine was sent to Delta Gamma. We are waiting to hear from WisPact regarding our grant request. Aaron will be visiting the Lions' Club meeting in January. It was also suggested that he contact the Westside Kiwanis Club. As of today the community contributions are down about \$3,000 from last year. Member letters have been mailed.

**Library:** No changes from last year have been noted. She has received a letter of appreciation from a library user. It was suggested that those types of communications should be saved to be included in grant requests.

7. Old Business: Division of words between print pages: The transcriber shall follow the print copy so braille words should be divided accordingly.
8. Braille Signage: No further action is needed at this time.
9. Legacy: An article detailing legacy information will be included in a future issue of “Dear Pearl”. A question arose concerning holding an annual audit for BLTS. Our constitution states that “we MAY authorize an annual audit.
10. ADJOURNMENT: The meeting was adjourned at 11:00AM.

Submitted by:

Karen Perzentka, Secretary