Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Madison, WI 53717 Suite 149

Board of Directors Meeting Minutes

July 10, 2025

1. President Patricia Herrling called the meeting to order at 9:40AM. Members present: Sandra Adams, Dorothy Brar, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord, and Joan Sholdt. Lori Hanson was absent. Staff in attendance: Aaron Konkol and Sue Danz.
   There was no president's report.

2. The Board meeting minutes of March 13, 2025 were approved as well as the Annual Membership meeting on May 6.

3. treasurer's report: Lori emailed the report to members prior to the meeting. As of July 1, 2025 Totals are Checking account: $21,472.28; Money Market: $12,383.93; Mutual Funds: $104,859.25: Total assets: $138,715.46.

   Community contributions were up from last year at this time and member donations were down; however the letters were sent out recently so more funds may be received. The report noted that braille expenses were up from last year due, in part, to the use of more braille paper and the increase in its cost and fewer books being purchased by patrons.

4. Office Manager's Report: Aaron attended a WisPac conference in Brookfield in early May and found it to be helpful. One of the items on the agenda was a training session on a platform (Candid) for writing grants. He purchased covers for transcribed books at a higher cost than in the past.
   Community Shares are accepting applications for inclusion in their program. He has filled out a preliminary form and we will need to submit a short (1-2 minute video describing our organization.

5. Braille Coordinator's Report: Sue reported that she has been very busy embossing the textbooks for Barbar's Amish programs; these have been completed and now

she will begin work on the Amish books for Barbar’s library. Barbara proofreads these books.

6. Committee Reports:

Education: The Braille Conversation group is finishing their review of the study guide for braille formats. Some members would like to begin a series to discuss the Braille 2000 program in the Fall.

Patricia reported that the two students in her class have finished Lesson 19 and will begin transcribing their manuscripts shortly. Seven people have expressed interest in the upcoming Braille class

She made a presentation about BLTS on Zoom for RSVP. Nine people attended ;and, as a result, one donation to BLTS was made and one person may be interested in the upcoming class.

BLTS was represented at a informational Fair at the Wisconsin School for the Blind and Visually Impaired in May.

Fund-raising: Aaron reported that we have received contributions from Madison Gas and Electric of $500.00; The Glen Stacey Fund for the purchase of the Swell Tactile machine and 2 boxes of braille paper, Delta Gamma Sorority of $5,000 which will be used to purchase Correl-Draw software and the Columbia embosser.
He is expecting $24,000.00 from the Jack DeLoss Trust.

He has submitted a grant request from the Madison Community Foundation.

Library: Patricia is reorganizing the fiction and non-fiction adult books in the library and will be ready to sell some of the books no longer being borrowed. Plastic bags were purchased to hold the supplements for the print/braille books along with small ones for information.

Newsletter/”Dear Pearl”: This item will be placed on the August 14 meeting agenda.

7. Old Business: None.

8. New Business: It was suggested that our meeting minutes should be placed on our web-site in a folder. Karen will send all the minutes she has to Aaron.

9. Aaron and Sue Danz left the meeting.  Aaron's salary increase:  Patricia made a motion which was seconded by Dorothy to
   Increase Aaron's salary by $2.50 per hour and to place this item on the agenda annually.  Motion passed unanimously.
   Karen made a motion to increase Sue's salary by $2.50 per hour and place this item on the agenda annually;  it was seconded and passed unanimously.

10. The next meeting of the BLTS Board will be held on August 14, 2025 and Melody agreed to take the minutes for Karen.

11. Adjournment:  The meeting adjourned at 11:30AM.

Submitted by:  Karen Perzentka, Secretary