

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

October 14, 2025

1. Patricia Herrling called the meeting to order at 9:35AM. Members present: Sandra Adams, Dorothy Brar, Lori Hanson
Melody Moore, Sue Nelson Karen Perzentka, and Constance Risjord. Joan Sholdt was absent. Staff in attendance: Sue Danz and Aaron Konkol (arrived at 10AM)). Patricia had no President's report and it was decided to eliminate this item from future agendas as most of her activities are covered under other sections of the meeting.
2. Approval of Minutes: Sue Nelson made a motion which was seconded by Melody Moore to approve the minutes written by Sue Danz of August 14, 2025 and passed.
3. Treasurer's Report: Assets as of September 30th were: Checking Account, \$6,231.52; Money Market, \$13,333.55; Mutual Funds, \$120,596.73; Total, \$140,161.80.
She will need to transfer some money from the Money Market account.
4. Braille Coordinator's Report: There has been more pages transcribed than last year.
5. Committee Reports:
 - a. Education: Lindy Walton is leading the Braille Conversations' workshop every other month over the Zoom platform. All classes are being recorded and Patricia can send the link to anyone who would like to hear them. In the last session the Braille 2000 software program updates were discussed.
 - b. Braille Class: Presently there are three students attending. The two women finishing the class of 2024-25 have completed their manuscripts. One will be sent in shortly and the other student's manuscript needs to be resubmitted. This could be appealed as one mistake was marked as wrong and it was correct.
 - c. Library: Patricia has completed the removal of non-fiction and fiction books in the library that are not being borrowed. A list of titles has been sent to the mailing list and can be purchased for five dollars per book.

A committee to select books for transcription for inclusion in our library will be appointed. An email will be sent

to members for their suggestions for new books to be transcribed.

D. We are receiving requests from individuals who are learning braille and need print/braille books.

E. Newsletter/Publications: No report because we will not send a “Dear Pearl” until the Spring.

6. Old Business: A. The field trip to ABLE in Milwaukee will be postponed until Spring. as the renovation of their facility has not been completed.

B. The minutes of our meetings have been placed on our Web site. Presently our by laws and policies are in the “Red Book”; however they are not updated. . After a lengthy discussion, a committee of Patricia, Melody and Aaron was formed to discuss the placement of all pertinent information so that they may be easily retrieved. They will bring back a report to the Board at the February meeting.

7. Office Manager’s Report: We will need to purchase three licenses for the Standard Microsoft 365 program.

The Windows 11 program cannot be supported on our present office computers so we will need to secure replacements. Lori’s office is moving to a new location and may not use their present computers. She will determine if they may give them to BLTS.

Aaron is working with Summit Credit Union to utilize one of their funds to pay for direct deposit through Zell for payment of proofreaders.

Fundraising: Aaron mailed the Community and Member fund-raising letters last week. He needed to send only 27 community letters because some donated without the “Ask Letter”.

8. There was no new business.

9. Adjournment: The meeting was adjourned at 11:05.
Our next meeting will be held on December 11.

Submitted by:

Karen Perzentka, Secretary