

PALMCOP BOARD MEETING

13 January 2004

The first 2004 quarterly board meeting of the Palmetto Archives Libraries and Museums Council on Preservation was held at the South Carolina Department of Archives and History on Tuesday, 13 January 2004. Chair Harlan Greene called the meeting to order at 10:30 a.m. Attending were Greene, Nancy Sambets, Sarah Murray, Nichole Green, Roger Wellington, Grace Cordial, Felicia Yeh, and Alan Burns. Marie Martin and Tally Johnson had sent word about not being able to make the meeting and in the secretary's absence, Greene said he would take care of the minutes.

The next order of business was introductions. For the sake of the three new board members (Nichole Green, Roger Wellington and Alan Burns) and the returning members, all introduced themselves, noting briefly their professional positions and their past tenures with the organization. Greene welcomed everyone and noted that he did not have a formal report per se; all his work since the last meeting had been aimed at working for the Annual Meeting.

Treasurer Sarah Murray gave her report next, focusing on the costs and expenses of the Annual Meeting. (See attachment.) She noted that at the previous meeting, Chair Greene had said that it was his philosophy that it was fine to run a deficit on that event, seeing that it is the one main point of contact PALMCOP has with its members. She apologized for a net loss of \$821.89. In discussing the report, many board members expressed their opinions that an apology was not necessary. Cost overruns were necessary –due to the fact that the caterer would not supply food for less than 50 people, and that less than that number had registered. Complicating the issue, too, was the high cost for speaker Seth Mason, editor of the Spanish language newspaper who spoke; not being of the archival community, Mason could not be expected to donate his services for free. Greene noted that the amount in the checking account was still satisfactory and Grace Cordial said that as long as the account stays above \$3,000 there should be no great cause for concern. The board joined in thanking Sarah for her many services to the organization.

Vice-Chair Grace Cordial gave her summary of the member survey. (Copy attached.) She noted that there is a definite expressed interest in hands-on disaster response and that is a need for information on how to deal with moldy books, family papers, and scrapbooks with there being no clear cut expressed wish in which format the information should come. There is one host for a possible upstate workshop, Ms Cordial reported. One survey participant worried that a joint conference with another archival/library group could create bookkeeping problems, so all responsibilities should be spelled out first.

This report lead to a discussion of the next item on the agenda: plans for the upcoming year. Chair Harlan Greene reminded the board of what tentative plans were mentioned at

the annual meeting: PALMCOP has committed to a workshop of some kind on disaster, one on book repair and tentatively, a joint annual meeting with the South Carolina Archival Association. Since most survey participants asked for hands-on disaster repair and since the Spartanburg Co. Library has offered to host a workshop, Harlan Greene said he would check out that site for such a workshop. He asked if the board would consider doing this workshop with SCAA. The Board agreed it was all right to pursue this matter. Roger Wellington offered his library as a possible site for the book repair workshop so Greene said he would check on that as well. Alan Burns volunteered to provide a connection to the Piedmont Library Association.

Nichole Green asked about the possibility of using PALMMCOP officers and members as consultants – to possibly enrich the organization's bank account. Greene replied that the possibility and skills exist within the group, but that scheduling is often the crucial factor. She also asked if the group can do workshops on care of family papers and similar topics. Again, Greene replied that it had done this in the past, but that sometimes, with such small turnout, it is almost not worth the effort; he wondered if it might not be best to do a workshop on training people how to do such workshops for their own organizations.

Greene spoke on the need of reaching out to younger professionals to bring them into the field of preservation; every time any workshop of any kind is done, attention must be paid to trying to teach someone new to teach the workshop in the future. This brought up the topic of reaching out to library school and other graduate students. Sarah Murray reported that she will soon meet with the new instructor of the preservation course at USC and will try to begin networking with PALMCOP.

The discussion then moved towards the creation of pamphlets, or three fold handouts on preservation topics. Grace Cordial volunteered to help draft one on mold, and on drying books; Nancy Sambets will do one on photographs; and Sarah Murray will look up the one produced by the Archives on Scrapbooks. As for the annual meeting, Greene reported that he had spoken with Sharon Bennett, chair of the SC Archival Association. The tentative plan to co-host Hilary Kaplan as speaker at the annual meeting to discuss reading and using Preservation catalogs correctly is still on track. Grace Cordial explained how this could work – one annual meeting for one group would be held in the morning, another in the afternoon, with the workshop and lunch in the middle.

There was no old business.

Under new business, Alan Burns noted that the web page needed some updating and Sarah Murray replied that she had done some of that the same morning. Harlan Greene passed on the information about the funding of the regrant program by the State Historical Records Advisory Board. This would be good news to many small members of PALMCOP and might result in PALMCOP officers and board serving as consultants.

The meeting date was set for April 20, 2004 at the State Archives

With there being no other business, Harlan Greene thanked all for attending and adjourned the meeting at approximately 11:45

Respectfully submitted,

Harlan Greene
For Secretary Tally Johnson

Attachment A: Treasurer's Report

PALMCOP Treasurer's Report, January 2004

Beginning Balance, 10/15/03	\$7006.36
Annual Meeting expenses	(\$1819.39)
Annual Meeting revenues	\$997.50
Membership renewals	\$40.00
Stamps	(\$74.00)
Interest earned	\$1.47
Ending balance, 1/12/04	\$6151.94

Annual Meeting:

Income

Registration Fees \$997.50

Expenses

Supplies (paper, folders, tablecloths, etc.)	\$102.87
Brochures	213.10
Food	1101.92
Speakers (gifts, fees, mileage)	<u>401.50</u>
Total	(1819.39)

Net Loss **(\$821.89)**