

PALMCOP BOARD MEETING

25 January 2005

The first quarterly meeting of 2005 for the Palmetto Archives Libraries and Museums Council (PALMCOP) was called to order by Chair Grace Cordial on Tuesday, January 25 at approximately 11:00 a.m. The meeting was held in the South Carolina Department of Archives and History Center in Columbia, SC. Members in attendance were Grace Cordial from Beaufort County Library; Tally Johnson representing Chester County Library; Marie Martin of Voorhees College; Sarah Murray, Preservation Officer of the South Carolina Department of Archives and History; Kendra Wilson from the Charleston Library Society; and Nic Butler of the South Carolina Historical Society. Introductions of new and returning board members were made.

The first order of business was the review and approval of the minutes from the last board meeting on October 12, 2004. Attention was given to the fourth paragraph referencing Harlan Greene's letter in support of the State Library's request for SHRAB funds to buy preservation literature. Following the October meeting, it was announced that SHRAB funds were not awarded to support this project. The October minutes were then approved.

Nic Butler gave the Treasurer's Report in addition to the final financial report for the SCAA/PALMCOP joint meeting on November 10, 2004. The joint meeting provided a net profit of \$197.55; this amount was split between SCAA and PALMCOP. As a result, PALMCOP received a total of \$98.77. Sarah Murray, the out-going treasurer, noted that the disaster supplies which totaled an expense of \$62.71 would be used for the upcoming workshop and afterwards kept permanently in the possession of PALMCOP. Another expense for the past quarter was the HOB0 data logger and software totaling \$191.00. PALMCOP's bank balance as of January 24 was \$7,780.22. The treasurer's report was also approved.

The next order of business focused on the issue of applications for the data logger award. Cordial announced that only one library actually submitted an application. As a result, that institution received the award without dispute. The data logger and software was given to Tally Johnson of Chester County Library. A debate arose regarding the eligibility of PALMCOP organizations with board member representation. Many individuals did not realize that their organizations could apply. Both Marie Martin and Nic Butler expressed interest in the program. After discussing the matter in further detail, consensus was reached regarding the fact that all organizations, including those with board representation, should be eligible for such an award. Cordial reminded board members that PALMCOP originally planned to purchase six of the data loggers. However, only one set of the "Hobo" data loggers and software was purchased. Members of the board noted the value of making this award more accessible to others, and the question was raised concerning whether or not the data logger and software could be taken back to the district and then shared with others in that district. For example, district five could report at the annual meeting that it shared this award with "x" number

of institutions. Cordial asked if there should be a motion to purchase an additional five programs. Murray questioned the need to purchase five separate software applications and posed the possibility of sharing the software. The data loggers alone cost only \$85. The cost for each set of the "Hobo" data logger and software was \$191. Tally Johnson and Grace Cordial noted that special consideration would need to be given regarding licensing agreements. Nic Butler and Marie Martin pointed out that the cost savings could be upward of fifty percent if the software could be shared. Cordial asked Sarah Murray to investigate the matter further. Everyone was encouraged to look at the website, onset.com, for more information regarding the licensing regulations. A motion was raised and passed to purchase the "Hobo" parts and cords for each remaining district to share.

Next, Cordial passed out the SCAA 2005 Fall Conference Evaluation and the partial results of the PALMCOP Survey. One issue arising out of the evaluation and survey was SCAA's consideration to offer a Movie Tone News archives presentation. Some discussion had been given for PALMCOP to enter into this endeavor with SCAA in April. Special concern arose over the fact PALMCOP's Mock Disaster workshop with SCLA was currently scheduled for April 12th. As a result of the scheduling constraint, the board decided to pass on that opportunity.

Attention then focused on the upcoming Mock Disaster workshop. It was mentioned that Harlan Greene and Sharon Bennett offered to teach the workshop, and Sarah Murray said that the SC Department of Archives and History could provide a site for the event. Since the August preparedness workshop had been such a success, Grace Cordial contacted SCLA to co-sponsor the mock disaster workshop. The organizations agreed that SCLA would accept and handle the registration and the workshop would be limited to 35 spots. SCLA also agreed to share the expense of non-reusable supplies. Discussion arose over the manner in which the enrollment criteria for the workshop would be best determined. Cordial reminded everyone that the purpose of the one day program was for attendants to be prepared to act as first responders to their individual collections. Sarah Murray noted that the cost of the workshop would be less than \$500 for supplies. Board members discussed the possible fee prices for the one day workshop and agreed to offer a discounted price to members of either SCLA or PALMCOP in order to encourage attendance by these individuals. The recommended charge for the workshop ranged from \$35 to \$65. It was agreed to charge a fee in between those amounts.

Cordial then questioned the board regarding whether or not PALMCOP should offer workshops during the summer. She shared the information that SOLINET could present a workshop for PALMCOP members, and that PALMCOP could charge individuals from the membership who wished to attend. Sarah Murray explained that PALMCOP would be required to pay SOLINET a lump fee and to sign a contract for such services. PALMCOP would then hope to recover the costs of the SOLINET fee. Grace Cordial reminded board members that PALMCOP must keep at least a \$5,000 balance in the bank. She then encouraged everyone to look at the SOLINET website to determine what workshop might be best for one's district. After that step, she said that each of the institutions could send emails around to find out what topics emerged as being of greatest

interest. The PALMCOP survey provided a list of pertinent topics including storage of oversize materials. Tally Johnson said that it might be a good idea to email the membership to find out what workshops they want PALMCOP to produce. It might also be good to offer special programs specifically for library directors. Sarah Murray mentioned that it is hard to find a workshop topic that can appeal to the entire PALMCOP membership since most individuals are already knowledgeable about preservation. It is important to keep in mind that PALMCOP members are often contacted by people to assist with personal preservation needs. There may be a way to incorporate this fact into future programs. SCAA holds regular "Friends of the Archives Day." PALMCOP may want to offer something similar. Nic Butler pointed out that the Charleston Archives, Libraries, and Museum Council (CALM) was offering a program to the public in April for a phase box workshop. Grace Cordial then suggested that the need for such outreach might exist more in the upstate for additional workshops. As a result, attempts will be made to speak with PALMCOP members in the upstate to find out if someone would volunteer a place to hold the program. Tally Johnson suggested that a morning session be developed to offer something helpful to members and other institutions, then take a break for lunch, and come back in the afternoon to offer another session that would be open to the public. A whole day of events could be provided to PALMCOP members, and in the afternoon, the public could be invited to bring in their personal collections for archival recommendations. It would NOT be an appraisal opportunity but a chance for people to learn what they need to do to preserve what they have. The morning session could be devoted to "Basic Collections Care," and the afternoon session could focus on "What You Need to Do to Preserve Your Collection." Grace Cordial also suggested that the program be open to genealogical societies.

Further business included the ongoing discussion concerning the PALMCOP newsletter. Gloria Kelley, the chair of the newsletter committee, was not in attendance to contribute to this talk. Kendra Wilson passed along the newsletter file to the board chair. Grace Cordial also added that the expense to print the newsletter would be approximately \$800 per issue. Marie Martin suggested that the newsletter issues could be sent via email, thereby eliminating the aforementioned cost. Nic Butler continued this thought by stating that time could also be saved by simply posting the newsletter to the PALMCOP website. Kendra Wilson noted that posting the newsletter to the website would also make a good publicity effort. The newsletter would then be available to both members and non-members. Individuals and organizations that are not on the email list would then have access to the issue via the website. Such increased interest might also increase overall membership. A motion was passed to enhance the newsletter committee in order to determine if interest exists to begin producing a PALMCOP newsletter.

The next order of business turned attention to the By-Laws for the Palmetto Archives, Libraries, and Museum Council on Preservation. Grace Cordial presented a copy to board members for review of the standing and ad hoc committees. There is a need to find out who currently serves on the Publications Committee in order to address the desire to create a new brochure. The Newsletter Committee also is in need of attention. During the discussion of the Education Committee, a decision was made that this committee is

the same as the full board; the same conclusion was reached regarding Ad Hoc Committees.

Grace Cordial then encouraged an open table session in which any issue could be discussed. Nic Butler introduced new business regarding the possibility of inviting representatives from somewhere like Gaylord to come and make a presentation to PALMCOP members and/or the public. Tally Johnson and Grace Cordial noted that such a program would require PALMCOP to offer such opportunities to all company representatives. Tally Johnson then mentioned that the need for microfilmed information might make a good topic for the next annual meeting.

The next board meeting was scheduled for Tuesday, April 12 at 4 p.m. immediately following the mock disaster workshop.

With no other business to address, the meeting was adjourned at half past noon.

Respectfully submitted,

Kendra C. Wilson
Secretary