

**PALMCOP BOARD MEETING**  
**7 May 2003**

The quarterly meeting of the board of the Palmetto Archives Libraries and Museums met at the South Carolina Department of Archives and History in Columbia, SC on Wednesday, the 7<sup>th</sup> of May 2003. Attending were Mike Kohl, Sharon Bennett, Nancy Sambets, Sarah Murray, Felicia Yeh and Chair Harlan Greene who called the meeting to order a few minutes after 10:30 AM. He noted that he had heard from Debra Hutchins and Tally Johnson who could not attend the meeting; Marie Martin and Grace Cordial arrived a few minutes late. To take the place of Secretary Tally Johnson, Greene said he would take the minutes.

The first order of business was to approve the agenda as distributed. A motion made by Bennett and seconded by Kohl was passed.

The minutes of the 21 January 2003 board meeting were approved in the same manner.

Sarah Murray then gave her Treasurer's Report, a copy of which is appended to these minutes. After it was approved, Harlan Greene noted that he had a few more expenses to pass onto the Treasurer; they were incurred in buying supplies for the upcoming book repair workshop.

There was no report from the Vice-Chair.

Harlan Greene then gave the report of the Chair. He noted that his report would be circuitous because all the issues he wanted to report on were interconnected. He briefly noted that 20 people had registered for the book repair workshop slated for May 15<sup>th</sup>. Felicia Yeh said that she had heard from many public libraries that wanted to send staff but could not afford all the work hours off the desk; may requested a similar workshop in Columbia; after much debate, the board decided to tentatively schedule a workshop in Columbia in September. Several options for sites and parking were discussed. Felicia Yeh volunteered to check on these and to later help advertise the workshop through a variety of mailing lists and distribution lists available to many staff members at the State Library.

Greene then remarked that there were short term goals the organization needed to address and more long term ones; among those, he said, is the vital issue of replenishing trainers and members and officers for the organization. More people need to be brought into the process and the program. This stirred a vigorous discussion and Sharon Bennett suggested that one way to train new people and to bring them aboard would be to pay their way to regional workshops if they would agree to then come back to the state and teach similar workshops here. The board liked this idea and began to discuss how this could be instituted. Various points were discussed. It was noted that the attendee's institution would have to agree to allow the employee to then teach; various board members grappled with how to assure that someone with the right skills would get the

chance. Instead of trying to create a full-fledged program right away, the board then decided to do a trial effort; all were encouraged to be on the lookout for good training opportunities; Greene said he would check with SOLINET for programs and a possible discount. Once a program is selected, a process to find a person to attend will then go forward. Marie Martin and Mike Kohl volunteered to help Harlan Greene with this process.

The newsletter, ably headed by Gloria Kelley, was discussed next. Reading a report she submitted, the board approved an expenditure of allowing her to buy Pagemaker Software to produce it. The program discussed above could be put in the newsletter, as well as a call for committee members. Greene noted that all committee chairs are not filled and the board agreed to use the newsletter and other ways to proceed to filling gaps. He noted that he and others could quickly produce text for handouts on mold and other subjects, as discussed in the previous board meeting, but the hold-up is the lack of workers to design brochures, etc.

The idea of using students and again pulling more people into the organization lead the board to realize that many key people in allied educational programs and posts may not know of PALMCOP. There was some discussion on pulling together representatives of various constituencies and groups to discuss cooperation on a state-wide level. But the board then agreed that it might be best to first move in a small way before creating a large program. The various educational programs at USC were targeted – such as the applied history program and the masters of library science program. Felicia Yeh will supply the appropriate names and Harlan Greene will then draft a letter to these program heads, notifying them of the educational opportunities presented by PALMCOP. Students can be offered a discount in the upcoming book repair workshop in Columbia; opportunities for publications – such as writing and designing brochures are possible, too.

The board then discussed and approved the plan of surveying the membership through an email notice. Programs discussed above could be told of, volunteers sought and information obtained on what the members want for workshops. A menu list was drawn up. Sharon Bennett volunteered to call those members who may not have email addresses to try to supply them. Harlan Greene said he would draft a survey and send to board members for their input.

Moving towards the topic of new business, Greene then brought up the idea of the annual meeting. Bennett spoke of tentative plans by the South Carolina Archival Association for Conservator Hillary Kaplan to speak on new technologies, how to read a supply catalogue, and to explain much of the jargon and fallacies therein. The board liked the idea and asked Bennett if she would contact that group to gauge interest in a cooperative meeting. (The membership could also be asked in the survey if they favored such an idea.) Mike Kohl spoke of the larger issue of collection care and disaster prevention in our new era of bio- and other terrorism. This could make a good keynote speech, it was agreed, for the annual meeting. No definite decision was made on that topic, but all noted that it would be necessary to decide that at the next board meeting.

Before that date was selected, Sarah Murray asked for board approval in pricing new environmental monitoring equipment for the packets PALMCOP supports. She noted how the prices for new technology have gone down and the ease in replacing batteries, etc. The board asked her to report at the next meeting.

August 12<sup>th</sup> was chosen as the date for the next board meeting. It will be in the State Archives at 10:30.

Just as he was dismissing the meeting, Greene then asked the members to consider one point. The Archives, a victim of underfunding and staff cuts, has been very generous to PALMCOP. The board then voted to join the Archives Friends Group in a show of support for the organization and to advertise the Friends Group in the newsletter. It was decided for that reason that all mailings from the group would be sent to Newsletter editor Gloria Kelley.

There being no further business, the meeting was adjourned a few minutes before noon.

Respectfully submitted by

A handwritten signature in black ink, appearing to read "Harlan Greene". The signature is fluid and cursive, with a large initial "H" and a long, sweeping underline.

Harlan Greene

For Secretary Tally Johnson