

PALMCOP BOARD MEETING

15 October 2003

The quarterly meeting of the board of Palmetto Archives Libraries and Museums Council on Preservation convened just shortly after 10:30 am at the South Carolina Department of Archives and History in Columbia, SC on Wednesday 15 October 2003. Attending were Marie Martin, Michael Kohl, Felicia Yeh, Sarah Murray, Sharon Bennett, and Harlan Greene who volunteered to take the minutes for the absent Tally Johnson.

The agenda was approved, as were the minutes of the 12 August 2003 Board Meeting.

Sarah Murray gave the treasurer's report next, noting that the last book repair workshop had made a profit of \$623.13; and profit from the two workshops combine, discounting the large dollar amount paid for the large inventory of book repair manuals, came to \$195.08. She also noted a new member and payment for the software package Pagemaker for the organization's newsletter.

Harlan Greene then reported briefly on the success of that repair workshop held at the State Library in Columbia. Sharon Bennett suggested that PALMCOP might want to be present at the next annual meeting of School Media association and to communicate our programs to them –specifically book repair and other topics.

Greene then showed the board copies of the printed brochure for the annual meeting and submitted invoices for their design and printing. After discussion, it was suggested that board members take as many brochures as they needed to send out to a dozen or so of their colleagues in their area. Sarah Murray said she could distributed both hard copy and electronic versions of the brochure to PALMCOP and SCAA members, with Jane Bryan able to supply labels and Brian Fahey able to provide the list serve addresses of the latter organization. Sharon Bennett noted that a "Save the Date" brochure had already been distributed at the SCAA annual meeting. Harlan Greene noted that Grace Cordial, in an email previous to the meeting, had written that she may have contacts within the SC Library Association. He said he would contact her to see if the mailing list of its special collections or local history round table could be obtained. Felicia Yeh volunteered to take some brochures to the upcoming SCAA annual meeting. She also offered to be go-between for various list serves available from the state library. Harlan Greene said that the notices would also be distributed to CALM and that he would see to a notice being sent to the list serve of the library science students. He also said he would contact Connie Schultz to see if there is a similar list serve for applied history students.

The topic of lunch for the annual meeting was discussed next. Several people commented on the good quality of the lunch recently served at the SC Archival Association meeting; Steve Tuttle at the Archives apparently did the local arrangements so Sarah Murray, who generously agreed to take care of lunch, said she would contact him. All stressed the

importance of the annual meeting in it being the prime point of contact with members, so if the meeting runs a small deficit, it should be no major concern.

At the last annual meeting, the membership approved changes in the bylaws that allowed for individual members. Since membership votes on the dues levels, it will be necessary to submit a proposal to the members. The board agreed to suggest that the membership level be rated at \$10.00 – and that be the level proposed at the annual meeting for the members to approve or not.

Marie Martin suggested that it might be wise to tell members what they would be getting for their membership in the coming year. The board decided that it could safely announce that a book repair workshop would be held, and that it appeared very likely that there would be a joint meeting with SCAA on wise consumer shopping for archival products, and there will likely be a workshop on disaster preparedness as well. It will be necessary, Greene and Bennett recommended, to enlist the help of others to teach these workshops and thus learn how to do them. Announcements can be made regarding PALMCOP's scholarship program as well.

The discussion then moved to the survey. The board decided to have the survey circulated and returned at the annual meeting. This would be a vehicle to gain member input on a number of issues. After some discussion, the board decided that it might be good to offer members the opportunity of signing up for a list serve that would send along occasional preservation news of note and interest. This could also be a perk of membership. Harlan Greene reported that board member Grace Cordial volunteered to help draft the survey and conduct that part of the annual meeting.

In a final point, Greene asked the board if a special price could be offered students who might want to attend. The board agreed that students can attend for free, but if they want to be included in the meals, their price would be \$12.50 –half the member cost.

There was no old business.

Under new business, the board suggested that the new dean of the library school be invited to PALMCOP's annual meeting. Harlan Greene said he would see to this.

With their being no further business, Greene adjourned the meeting at 11:45 after thanking retiring board members Michael Kohl and Sharon Bennett for their service.

Respectfully submitted

Harlan Greene
For Secretary Tally Johnson