

**PALMCOP Board**  
Meeting of 24 April 2007  
SCDAH, Columbia

Present: DebbieLee Landi, Nancy Sambets, Alan Burns, Nic Butler, Nichole Green, Shae Tetterton, Steve Robichaud

Call to Order: Meeting was called to order at 10:45 am by Chair Alan Burns.

Board minutes of January 23<sup>rd</sup> were approved with correction. Strike out first sentence under Treasurer's Report – Nancy may have written down the wrong number.

Treasurer's Report: Nic Butler's handout shows a commercial service charge of \$6.00. Nic explained that he had a lot of in person transactions at the bank due to conference registration deposits and the bank charges if you go over a certain amount of in person transactions. Discussion regarding checking account versus business account due to the fact that there is almost \$10,000 in the bank and that a business account may give us some perks. Nic will also explore the ability to get a bank card; since PALMCOP does not have one.

Committee Reports:

- a. Datalogger – Need to update website to include Shannon Hay's datalogger directions, Loan Form and Survey Form for program. Steve Robichaud had someone from his district borrow a datalogger. DebbieLee Landi had someone from Oconee Heritage Center ask about the datalogger and gave Steve their contact information.
- b. Website – Heather South added the new logo to the website. Nic sent Heather 2006/2007 list by institution name and will divide list by Districts. Discussion regarding process of updating the website. Discussion regarding hosting website and having a Board Member as a webmaster to simplify the updates. New discussion regarding blogs (free), rss (subscribe to receive emails similar to a list serv also free), wiki, and wordpress and the benefits of each. Shae Tetterton volunteered to build a prototype blog and will email to Board. Decision to keep website for long lasting information that only needs to be updated yearly and keep a blog that we can change without having to contact a webmaster. Will need to add blog link to website. Will revisit this idea of a blog.
- c. Logo – Board is happy with it and we can drop this from the agenda now.

Business:

- a. Annual Meeting feedback – Shae compiled results and emailed to all Board Members. Positive results, need to continue annual meetings, possibly do a joint meeting with NC Preservation Consortium, target what people find is pertinent to their work. Discussion regarding a possible location change to get folks who live in other sections of the state to come to the meetings. Decided to continue using SCDAH for annual meetings.

- b. Storage cabinets status – Nic communicated with Grace Cordial, former Chair, and will co-ordinate with Heather to get cabinets.
- c. Book Repair workshop plans – Workshop originally for media librarians and teachers planned for Greenville had been postponed to March. This workshop has not been rescheduled. There is interest to have a workshop in Greenville and Charleston. Discussion regarding inclusion of workshop with annual conference. Nic suggested taking parts of the workshop components for a session. Not necessarily have hands-on repair. Teach folks how to make assessments for book repair and possibly tour State Archives preservation equipment. Folks could even bring a book they would like to assess. Discussion regarding speakers: Holly Herro, Harlan Greene, Grace Cordial, and perhaps Marie Ferrara could talk about mold and books.
- d. Brochures/flyers – Nancy and Shae revised brochure that Grace had created. Nancy drafted a brochure and passed out examples to Board. Discussion regarding changes to the brochure. Strike workshops on cover, include mission, services available, annual conference, include link to website and blog, list District Reps with counties. Move mission to first page and move topics/services available to other pages. Suggestion that Secretary keep a publisher copy of brochure so that they can edit the brochure when District Reps change. Nancy will make revisions to brochure draft and send out to Board. Discussion regarding editing mission statement. DebbieLee had sent Board members proposed changes to mission and purpose. She will resend for input. Nancy will need edited mission statement for brochure.
- e. Email lists – Alan Burns received list from Grace but it wasn't comprehensive as he thought it would be. Won't need to keep email lists if we have a blog.
- f. Nomination Committee – Nancy handed out By-laws of 2002 that Marie emailed to her. Alan will contact Grace regarding Nomination Committee.

#### Cooperative Ventures:

Alan decided to skip these agenda items until next meeting.

- b. SCFM: tentative yes to have a presence at their meeting in 2008.
- c. SCLA: presence at fall meeting – Conference to be held in Columbia in the fall of 2007. Shae said that Library 2.0 will be the topic for the upcoming meeting and the dates are still to be announced. Discussed poster sessions vs. booths. Booths cost money and usually for vendors. Decided that Board could do a poster session.

#### New Business:

Alan decided to skip these agenda items until next meeting.

Discussion regarding date for PALMCOP annual meeting. November 15<sup>th</sup> is tentative date that Alan will check on. He will also contact Holly Herro to see if she will come as a speaker.

Discussion regarding joint meeting with NC Preservation Consortium. Suggestions to have Board members attend their meeting and make contacts. Invite them to our annual meeting. Decided not to have a joint meeting this year.

SHRAB Re grants: Short discussion about PALMCOP applying for a grant to get more disaster supplies.

Next meeting to be held July 5<sup>th</sup> (tentative date) at SCDAH. Alan will send out email confirmation of date and time.

Meeting adjourned at 12:15 pm.

Respectfully submitted,

Nancy Sambets  
Secretary