

**PALMCOP Board**  
Meeting of 6 August 2012  
Richland County Public Library  
7490 Parkland Road, Columbia, SC

**Present:** Andrea Galbo, Susan Boyd, Ann Evans, DebbieLee Landi, Hunter Deas, Brenda Baratto, Craig Glass, Sara Arnold, Avery Daniel, and Brian Cuthrell.

**Absent:** Gina White

**Call to Order:** Meeting was called to order at 10:45 a.m. by Chair DebbieLee Landi.

**Board minutes:** The Board minutes for the 2 May 2012, were pre-approved via email before the meeting.

**Treasurer's Report:** Craig Glass of the USA Foundation is filling the un-expired term of Heather South as Treasurer. He reported that the bank account had been fully transferred, and the IRS 990-N was submitted and accepted. The account balance was \$7,949.23 with \$80 in workshop refunds still outstanding. Craig also gave an update on the Storage Units cost and recommended we consider an alternative to save money. He also provided a print-out of the membership and who still owed dues. He also recommended that the bank account have two people access going forward.

**Committee Reports:**

**Website/Blog:** Brenda still cannot get onto the Blog site to post. The blog schedule for the remainder of the year is August-Susan, September-Sara, October-Amiee, November-Andrea, and December-Brenda. In 2013 January-the new Chair, February-Brian, and March-Craig.

DebbieLee noted a need for a Facebook Manager. Craig will message Hunter and Hunter will make him an administrator. Brian will send Craig a copy of his post so it will post back to the Blog. A Facebook link will be added to the Blog.

**Regional Representatives:** *Brenda (District 7)* reported that she would follow-up with the USC Aiken Library concerning a disaster recovery workshop. She also reported that there would be a genealogical workshop in September at the Tompkins Library in Edgefield. *Avery (District 6)* reported that the South Carolina State Library had experienced a flood and he thought the director might be interested in hosting a disaster recovery workshop in the future. *Hunter (District 9)* reported that the Lake City Branch of the Florence County Library is planning a South Carolina Room. He will also contact them about a disaster recovery workshop.

## **Continued Business:**

**Officers:** The following office terms will expire in December 2012: Chair, Treasurer, Secretary, and District Representative for districts #2, #5, #6, #7, #8, #9. DebbieLee, Ann, and Gina are not eligible to continue on the Board according to the by-laws. Gina will ask Andrew Johnston who works with her in the Louise Pettus Archives & Special Collections at Winthrop University if he will serve as District # 5 Representative.

The following were unanimously approved by the Board by email to fill unexpired terms for 2012: Hunter Deas of the Florence County Library for *District #9 Representative* filling the term of Ruth Kilgallon; Craig Glass of the USC Foundation as Treasurer filling in for Heather South; Andrea Galbo for Jen Bighman, *District #3*; Brian Cuthrell of USC Caroliniana Library for Autumn Johnson *District #2 Representative*. That leaves the remainder of the term for the *Vice-Chair/Rising Chair* office vacated by the resignation of Robert Ryals.

**PALMCOP Archives & Storage:** The PALMCOP workshop materials and supplies and some archival files were stored in the StoreSmart Self- Storage facility on 2330 LeGrand Road, Columbia, SC, unit 2043, after being removed from the South Carolina Department of Archives and History. The cost is \$600 per year and is drafted out of the PALMCOP account at \$50 per month. Upon review of the storage unit contents in May it was decided that due to the up-coming changes in Board membership at the next election it would be best to leave most of the materials in the storage unit for the next Board to decide on its distribution. The discussion of dispersal of the unit contents to members was again discussed. Craig suggested that PALMCOP could save money by board members storing some items. Andrea thought there might be room for the table at Clemson and they could use it when PLMCOP did not need it. Hunter said there may be some space at the Florence County Library also. The account is paid up through August and the contract requires a 30-day notice for removal.

### **Workshops:**

DebbieLee reported the Richard Pearce-Moses workshop on an introduction to digital preservation on a budget and with minimal technical support that was set for July 28, 2012, at the Greenville County Library was canceled due to lack of response. The board decided to re-schedule the workshop for October and keep the participant cost the same even though it would cost more to produce. Hunter suggested there may be space at Davis Collage in Columbia to host the workshop. The Saturday Disaster Recovery Workshop that Heather was to conduct for PALMCOP was re-scheduled to the Spring of 2013.

**Annual Meeting:** it was discussed that due to the number of Board vacancies, it may not be feasible to do an Annual Conference in 2012, and if necessary the Board vacancies to be filled could be voted on by email if there is no annual meeting.

**Dataloggers:** At the May meeting the Board decided to survey the District Representatives to find out how often the dataloggers were loaned over the past few years to determine if there is still a need for a datalogger loan program. Sara (District 1) noted the College of Charleston has 1 datalogger for loan, but it is missing parts. Brian (District 2) said he would check with Heather and Autumn because he had no knowledge

of the Dataloggers. Andrea (District 3) said that Jen had borrowed one for Clemson, and DebbieLee noted that Gina (District 5) said that she had loaned two to Chester. She will contact Gina to follow-up on the Dataloggers.

A discussion followed on the need to continue the Datalogger Loan program. District Representatives were asked to review the usage of Dataloggers in their districts and report back via email to the board.

Susan and Sara noted that there are Disaster Recovery Kits located in Greenville and Charleston. They will inventory the kits to be sure they are complete.

***The Next Meeting Time, Date, and Place:*** The next meeting will be decided by an email Doodle-Poll.

The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Ann Evans  
Secretary  
10/17/2012