

PALMCOP Board
Meeting of 24 January 2008
SCDAH, Columbia

Present: Shae Tetterton, Steve Robichaud, Heather South, Nancy Sambets, Nichole Green, Marie Ferrara, Alan Burns, and DebbieLee Landi. Gina White, Marie Martin, and Nic Butler did not attend.

Call to Order: Meeting was called to order at 10:35 am by Chair Alan Burns.

Board minutes of September 26th, 2007 were approved.

Treasurer's Report: Nic Butler emailed the Treasurer's Report to the Board on February 4th.

New Business:

- a. SC SHRAB state plan - Roy Tryon explained need for letter of support from PALMCOP for the Partnership for Historic Records (PAHR) Bill that would authorize the Archivist of the US to make grants to states for preservation purposes. The Council of State Archivists is spearheading support for this Bill. Tryon also distributed the SHRAB state plan for 2007-2012. SHRAB was established in 1975 and this is the fourth state plan (first in 1988). SHRAB received 33 requests for grants totaling \$200,000 but only received \$100,000 to disperse. There will not be a second round of grants this time.
- b. 2nd round SHRAB regrant for PALMCOP – Marie Ferrara explained that PALMCOP was awarded a SHRAB grant to put together a disaster response kit and to re-supply the environmental kits. Alan thanked Marie for putting together the \$4800 grant. This grant will replace missing dataloggers, update the online disaster plan, and put together 2 emergency preparedness kits with HEPA vacs. There were plans to try for a 2nd grant but SHRAB gave out all the money in the first round. Discussion regarding a 3 day Archival Institute to incorporate training of Preservationist Trainers. SHRAB will be providing 3 Disaster and Preparedness workshops using PALMCOP supplies, 3 Arrangement and Description workshops, 1 Advanced Policies and procedures, and 3 Archival Care for local governments. Felicia Yeh is holding a Disaster Workshop at the USC Medicine Library, taught by Sharon Bennett and Harlan Greene, and asked to use PALMCOP supplies. The Board voted and approved request by Yeh to use PALMCOP supplies for the Disaster Workshop.

Business:

- a. Annual Conference Evaluations – noted that we need to ask speakers to provide handouts and PALMCOP will make copies for them if necessary. Need to demonstrate the environmental kits and the disaster response kits at the next annual conference as part of the SHRAB grant requirements. Future topics for the annual meeting include care of artifacts.
- b. Storage cabinets – two units were purchased and are in use.
- c. Workshop plans – last year PALMCOP offered 3 disaster workshops but no book repair workshops. Greenville had asked for a book repair workshop for the public

library and school librarians. DebbieLee Landi will contact Susan Boyd at the Greenville Library. The workshop provides book repairs for keeping the book in circulation, not for preservation or conservation techniques. The SHRAB workshops will be added to the blog. Discussion regarding Mold ppt to add to blog. Ferrara mentioned that media librarians and librarians in Charleston requested a workshop. Ideas for PALMCOP annual meeting include focus on museum artifacts. Discussion regarding providing workshops across the state and training more trainers.

Committee Reports:

- a. Website/Blog – Shae Tetterton has invited PALMCOP Board members to post monthly. February – Heather South, March – Nancy Sambets, April- Steve Robichaud, May – DebbieLee Landi.
- b. Brochures – There is a need to print 150 more brochures. Board members approved printing 150 more brochures. Nancy Sambets will take it to Office Depot for more copies and get them to Heather South.

Cooperative Ventures:

- a. SCFM – maybe include them when we plan annual meeting. SCFM is having a conference in Beaufort in February and Nichole Green is attending.
- b. SCAA – is holding their spring meeting April 8th or 9th and the topic is promoting your archives for Archives month. Their fall meeting will be in October.
- c. SC Confederation of State and Local Historical Societies – is working with the Landmark Conference in March. Gina White is Secretary and Michael Scoggins is Treasurer.

Other:

Heather South discussed new fundraiser for the SCDAH and she is gathering recipes from archivists for a cookbook.

Alan Burns let everyone know that Heidi Williams, a reporter with the new magazine called “Greenville” is looking for historical articles and ads. Does anyone have anything they would like to submit regarding the upstate?

Alan Burns then signed the letter of support for PAHR and signed the SHRAB grant contract.

Next meeting to be held in May and Alan Burns will email everyone.

Meeting adjourned at 12:30pm.

Respectfully submitted,

Nancy Sambets
Secretary