

**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:**

**Membership:** with the help of students and staff Chair DebbieLee has retyped the master Global E-mail list and it is now ready for distribution. She will email District Representatives to act on email address kick-backs for their district. Heather South is creating an updated membership list, but it is not ready. DebbieLee will email a reminder on membership renewal in May.

**Website/Blog:** The new address is <http://www.palmcops.org>. Secretary Ann Evans has recently updated the MINUTES section of the blog to include the Annual Meeting Minutes and will have the Board Meeting Minutes added by the next Board Meeting. The newly revised blog schedule is May – Brenda Baratto, June – DebbieLee Landi, July – Gina White, and August – Susan Boyd. DebbieLee will ask Heather about the Administration information for the blog.

**Regional Representatives:** At Chair DebbieLee's request Secretary Ann Evans compiled the attendance of Board member from 2010 to 2011, and emailed to current Board members so they could review their attendance. Gina White from District #5 reported that Billy Feaster of the Chester County Library borrowed two Dataloggers to test areas in the library. Susan "Boyd, District #4, reported that she was assisting Greenville Technical Collage in setting up their archives and would recommend they join PALMCOP. Brenda Baratto, District #7, reported that Tricia Glenn of the Edgefield County Archives is leaving, and we will need to find another contact for the archives.

## **Continued Business:**

***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. It was discussed that we could save money by each Board member taking some of the materials to store at their facility. To do so requires a 30 day notice to the company. After the meeting was adjourned the Board traveled to the facility to review the contents for distribution. Upon review 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 PALMCOP banner and the Nilfisk vacuum were given to Susan Boyd to keep at the Greenville County Library for up-state access. It was noted how well the unit was organized and inventoried by Robert Ryals and Autumn Johnson.

***Workshops:*** Brenda Baratto reported that there was very little SCFM Conference traffic in the golf center area where the PALMCOP booth was set up at the SCFM annual meeting, Unlocking the Future: Keys for Success 2012, March 7- 9, 2012, Georgetown, SC. There were only four vendors. DebbieLee noted that PALMCOP did provide the Nilfisk vacuum for one of the workshops.

DebbieLee reported on the workshop Works of Art, Up Close and Personal, held at the Crawford Conservation Studio in Swansea, SC, on April 26, 2012. Eight people attended, and it was a very informative hands-on workshop.

It was decided that the Board would move forward with the Richard Pearce-Moses (Director, Master of Archival Studies, Clayton State University, Georgia) workshop on an introduction to digital preservation on a budget and with minimal technical support. The workshop is set for July 28, 2012, from 9 a.m. to 5 p.m. at the Greenville County Library. Due to the hands-on nature of the digital workshop the number of participants is set at a maximum of 12. Participants will be required to bring their own laptops with at least 1 GB of RAM, 10 GB of hard drive space, and an Internet connection. Parking is free, and lunch will be on-your-own since it will be within walking distance of several downtown restaurants. The registration fee is set at \$40 per person. Reimbursement for Dr. Pearce-Moses' travel, lodging, and meals is approximately \$500. Susan Boyd has made the arrangements with the Greenville County Library for room space and Internet access, and will check on hotel cost for the speaker accommodations. Jennifer Bingham, who first proposed the workshop idea, will verify the date and information with Dr. Pearce-Moses, and follow-up with PR.

It was noted that three up-coming workshops, Disaster Preparedness in Clemson, Book Repair for Teachers in Berkeley for Nancy Barnwell, and the October 10, 2012, Disaster Preparedness workshop in Beaufort/Bluffton would have to be postponed until 2013 due to the number of Board vacancies.

**Annual Meeting:** Due to the number of Board vacancies, it may not be feasible to do an Annual Conference in 2012. The issue will be re-visited at the next meeting. However, there are a number of Board vacancies to be filled, and they may have to be voted on by email if there is no annual meeting.

### ***New 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. If there is no annual meeting the nominees will be voted on via email of the membership in October 2012. Nominees should be announced to the membership at least 30 days prior to the election date.

In immediate need of being filled is the remainder of the term for *District #9 Representative* vacant because of the death of Ruth Kilgallon, the remainder of the term for the *District #2 Representative* vacant because of the new job location of Autumn Johnson, the remainder of the term for the office of the *Treasurer* vacant because of the new job relocation and resignation of Heather South, and the remainder of the term for the *Vice-Chair/Rising Chair* office vacated by the resignation of Robert Ryals. Brenda Baratto will contact John Sherrer of Historic Columbia as to his interest in the District #2 office, and Susan Boyd will contact Ray McBride of the Florence County Library as to his interest in the District #9 office. Gina White will contact Brent Bergin of USC Lancaster Archives regarding the office of Vice Chair, and Andrew Johnston of the Louise Pettus Archives & Special Collections at Winthrop University for the District # 5 Representative.

**Dataloggers:** Prior to his resignation Vice Chair Robert Ryals recommended the upgrade of the lending loggers to the newer HOBO U-12-011 models (\$115) and/or the U-14-001 LCD model (\$209) that uses the USB port and HOBOWare Pro Software (\$99) to program and upload/download data. The HOBO loggers that we currently loan are dated, and use the old Boxcar software that Onset is barely supporting. Robert further suggests it may be prudent to purchase an external data logger – HOBO Pro v2. Model U23-002 (\$193) so that our user-base can have the opportunity to perform comparative / contrast studies between circulating air and fresh air intake levels.

After some discussion 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.

**Scholarships:** The PALMCOP Board was saddened to hear of the death of our colleague Ruth Munn Kilgallon on March 8, 2012. In her honor the Board voted to re-name the scholarship the Ruth Munn Kilgallon Scholarship. A letter of condolence was mailed to Ruth's mother, Mrs. Shirley Munn at P. O. Box 217, Pamplico, SC 29583. A notice was also emailed to the Florence County Library.

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

The meeting was adjourned at 12:00 p.m. and the members moved to the StoreSmart Self-Storage facility on 2330 LeGrand Road, Columbia, SC, as recorded under “Continued Business-PALMCOP Archives & Storage.”

Respectfully submitted,

Ann Evans  
Secretary  
5/3/2012