

MALiA Fall Meeting
Friday, November 8, 2013
South County Public Library, Roanoke, Virginia

MINUTES

Members present: Paula Alston (Montgomery-Floyd Regional Library), Dave Banker (Radford Public), Jan Beck (West Davidson Public Library), Claire Broyles (Radford Public), Kathy Buchanan (Tazewell County Public Librarian), Nan Carmack (Campbell Co Public Libraries), Sue Ellen Church (Blue Ridge Community College Houff Library), Alice Cooper (Northumberland Public Library), Melissa Davis (Southern Virginia University), Judy Durham (Radford Public), Patty Greany (Emory & Henry College), Cathy Hanshew (MALiA), Jody Hanshew (Emory & Henry College), Stephanie Hardy (Southern Virginia University), Melanie Hemingway (Galax-Carroll Regional Library), Jenny Horton (Lynchburg College), Aaron Jarrells (Radford Public Library), Anaya R. Jones (Blue Ridge Community College), Tonia Kestner (Glade Spring Library), Janet Kirby (Emory & Henry College), Julie Larsen (Southern Virginia University), Ray Mullins (Washington County Public Library), Sarah Murphy (Tazewell County Public Library), Carolea Newsome (UVA's College at Wise), Sara J. Paulk (Wythe-Grayson Regional Library), Kayla Payne (Staunton Public Library), Gina Polster (Salem Public Library), Brandi Porter (Ferrum College), Jamie Rowles-Channell (Roanoke County Public Library), Shannon Steffey (UVA/Wise), Brenda Tester (Eastern Montgomery High), Steve Vest (Botetourt County Library), Jamess Wilke (Tazewell County Public Librarian)

Call to order: The meeting was called to order at 10:30 a.m. President J. Sara Polk welcomed everyone and there was a short business meeting before the programs.

Minutes: The minutes from the September 13, 2013 meeting were approved.

Financial report: Treasurer Janet Kirby reported that the current balance is \$62,781.28 (\$26,386 in checking, \$9,107.57 in savings, and a combined \$27,287.71 in CDs).

Programs report: The Programs committee is working on future programs. They requested anyone that has ideas for programs or locations to contact them.

Contracts report: Carolea Newsome gave the following report:

State Corporation Commission Identification Number

In May 2011, Purchases and Supply added a new special term to contracts called the State Corporation Commission Identification Number, which requires bidders or offerors to provide the identification number that has been assigned by the State Corporation Commission. If they are a foreign business entity (a business located in a state other than Virginia), they need to provide supporting documentation. This term was not in our RFP for the supplies and serials since they were issued and

awarded before May 2011. Please contact Carolea about any questions you may have concerning this issue.

SWAM requirements for non-Virginia libraries

The stipulation for requiring a quote from SWAM vendors is a requirement solely for Virginia state institutions. State institutions in Virginia are required to solicit quotes from SWAM vendors (Small-business, Woman and Minority Owned) if purchasing from a non-contracted vendor. If you are a MALIA member from another state or if you are a Virginia non-state library, you may purchase from any of our contracted vendors and receive their listed discounts. You should follow your regular purchasing procedures adhering to any other regulations that your state or purchasing office requires.

Renewal of contract as opposed to issuing new RFP

Carolea has been in contact with Susan Fauver at the Library of Virginia regarding using the renewal option listed in our contracts. She suggests, and Carolea agrees, that we use the renewal option for the supplies and serials contracts if everyone is pleased with the pricing and services the vendors are providing. The RFP process is costly and time consuming, so if the contract is working for the majority of our members, there would be no need to start over again two years earlier than required. To resolve any issues with requiring the SCC #, we will ask for it when we send the renewal notice out to the vendors. Both Malia and the vendor have to agree to the renewal. The request for renewal letters to the vendors are sent 90 days before contract expiration, so if the vendors do not agree to the renewal, we would have time to conduct an RFP and establish a new contract.

The vendor evaluation survey which will be sent out early in 2014 will give more definite results for the level of satisfaction of the pricing and services as they are currently provided.

Membership report: MALiA currently has 208 members, including 13 new members. There are 125 in Virginia, 55 in North Carolina, 9 in Tennessee, 6 in Kentucky, and 13 in West Virginia.

Scholarship report: Steve Vest reported that there were four applicants for MALiA scholarships and all four were approved. There is one applicant for the Fall.

Website report: The webmaster reported that everything is running smoothly and requested that any additions or changes to the website be sent to him.

NEW BUSINESS

The issue of whether to charge one price or individual membership prices for libraries with affiliate libraries was discussed. It was suggested that we study the issue further and see how many libraries this affects.

Adjournment

Jody Hanshew
(Substituting for Naydine S. Shenk, Secretary)