

Mid-Atlantic Library Alliance
Executive Board Meeting
February 25, 2021

Present: Michael Gilley, Kelly McBride, Brandi Porter, Jane Caldwell, Paula Beasley, Emily Metrock, Steve Vest, Sandy Smith, Jody Hanshew, Shannon Steffey, Lorraine Abraham, Debby Weiss

The meeting was called to order at 3:06 p.m. by President Michael Gilley.

Committee Reports

Children's MALiA: Emily Metrock reported. The next Children's MALiA meeting will be March 26th at 10:30am and will focus on summer reading.

Contracts: Debby Weiss shared contracts update (below).

Materials

- The MALiA Materials contracts with 17 vendors are eligible for the second and final one-year renewal beginning July 1, 2021.
- The MALiA Executive Committee approved the final one-year renewal at its winter meeting on February 25, 2021. Preparation work has been completed and the procurement officer at the Library of Virginia will send renewal documents to vendors for signature next week.

Serials and Supplies

- Both contracts expire on June 30, 2021.
- The MALiA Executive Committee approved issuing new Serials and Supplies RFPs at its winter meeting on February 25, 2021. Preparation work is in progress in collaboration with the Library of Virginia procurement officer.
- The contract period will be July 1, 2021 through June 30, 2024 with two one-year optional renewals.
- The purchase limit on the new Supplies RFP will increase from \$5,000 to \$10,000 per item as permitted by state procurement regulations.
- The state's Department of General Services (DGS) gave its approval to issue new RFPs. We are awaiting an additional level of approval for a new Supplies RFP from Virginia Correctional Enterprises (VCE).
- There is interest at the state procurement level in how the MALiA contracts are being used particularly for MALiA libraries that are state agencies. Instructions with new contracts will remind state-supported MALiA libraries to use state-mandated contracts first when these exist. The contracts administrator is working with the procurement officer at Library of Virginia to review eVA reports of MALiA usage, and is also in contact with MALiA vendors for specific data that the procurement officer has been asked to provide to the state.

- Copies of the final drafts of the RFPs, when ready, will be emailed to the Contracts Committee and the MALiA Executive Board for review.
- The present plan is to issue both RFPs for vendor bid around mid March.

MALiA 2021 Vendor Performance Evaluation Survey

- MALiA's recently purchased SurveyMonkey subscription was used to create the survey and analyze results.
- The survey opened Wednesday, January 27, 2021 and closed Friday, February 19th. Two reminders were sent during this time.
- Participants rated the 30 vendors that currently have MALiA contracts in areas required by DGS: overall evaluation, delivery performance, quality of goods/services, number of complaints, and responsiveness to requests to correct deficiencies. Most vendors received high ratings of 4 or 5 on a scale from 1 to 5.
- Participants who completed surveys could enter their libraries into a drawing for a free one-year MALiA membership.
- We received 37 responses.
- A survey contest winner was selected on Monday, February 22nd. Jody Hanshew used Google's random number generator to pick the winner which was Blue Ridge Community College. BRCC was notified on Wednesday, February 24th.
- Results of the survey were shared with the Executive Committee and MALiA member libraries, and will be posted on the MALiA website under Contracts.
- The contract administrator used the results of the survey to complete seventeen DGS vendor evaluation forms (one for each of our Materials contract vendors) required by the state for contract renewals.

There was a motion to renew the materials contract (Kelly McBride, Sandy Smith second). Approved. There was a motion to new RFPs for serials and supplies (Shannon Steffey, Paula Beasley second). Approved.

The membership renewal forms will be edited to collect EVA usage data from member libraries.

Programs: Michael will contact the programs committee regarding offering a virtual program in the spring. The Spring Meeting day will likely be near the end of April.

Scholarship: There was one request for continuing education funding (waiting for a reply) and no current requests for graduate scholarships.

Old Business

A motion was made to approve the 2020-2021 budget (Sandy Smith, Kelly McBride second). Approved. Debby Weiss will fill the position for a six month evaluation period to determine if the duties of the two positions

New Business

MALiA Business Manager Cathy Hanshew is retiring. A motion was made to combine the Contracts and Business Manager positions into one position (Kelly McBride, Lorraine Abraham second). Approved. Debby Weiss will fill the combined position for a six month evaluation period, after which she will inform the President if she would like to continue.

The meeting adjourned.