PUBLIC LIBRARY BOARD
AGENDA

Tuesday, July 23, 2024
At 5:15 p.m.

This meeting includes in-person and virtual participation.
Conference Room, Albany Public Library,
2450 14th Avenue SE

Or join the meeting here: Zoom

1. Call to order

2. Roll call

3. Business from the public:
   Persons wanting to provide comments may:

   1- *Email written comments to the elise.schuh@albanyoregon.gov, including your name, before **noon on the day of the meeting.***

   2- *To comment virtually during the meeting, register by emailing elise.schuh@albanyoregon.gov before **noon on the day of the meeting,** with your name. The chair will call upon those who have registered to speak.*

   3- *Appear in person at the meeting and register to speak.*

4. Approval of May 28, 2024, minutes. [Pages 3-4]

5. Scheduled business
   • Internet Access Policy 12.1 [Pages 5-8]

6. Business from the members

7. Staff updates
   • Supervising Librarian, Youth Services – April Spisak

   • Librarian I, Spanish Services – Millie Wilson

   • Library Director – Eric Ikenouye

8. Next meeting date: Tuesday, August 27, 2024

albanyoregon.gov

9. Adjournment

This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: elise.schuh@albanyoregon.gov or 541-917-7590.

Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.

MINUTES
May 28, 2024
5:15 p.m.
Hybrid
Approved: DRAFT

Call to Order

Chair Steve Borst called the meeting to order at 5:15 p.m.

Roll Call

Members present: Steve Borst, Bob Brown, Jaci Eiquihua, Amy Roberts

Members absent: Amanda Blaisdell (excused), Linda Hart (excused), Karen Messer (excused)

Staff present: Eric Ikenouye, Library Director; April Spisak, Supervising Librarian; Elise Schuh, Administrative Services Coordinator

Approval of April 23, 2024 Minutes: **5:16 p.m.**

MOTION: Board Member Bob Brown moved to approve the minutes as written. Board Member Amy Roberts seconded it and it passed (4-0).

Staff update   **5:17 p.m.**

Supervising Librarian April Spisak provided updates on the upcoming Summer Reading Program. The program is scheduled to start June 1st at the Main and Carnegie Libraries and the Albany Farmer's Market. All departments will use the same reading log this year and there is a display set-up at the Heritage Mall in celebration of SRP. The library will also host a booth at the Albany Farmer's Market to support outreach for the program.

Library Director Eric Ikenouye shared some general updates on the Library.

Ikenouye announces that Board Member Amanda Blaisdell is stepping down from the Library Board at the end of her term in June. A search for a new member from Ward 2 is underway.

Ikenouye announces that he and Spisak will be unavailable for the next scheduled Board meeting in June.

MOTION: Board Member Amy Roberts moves to cancel the June meeting. Board Member Jaci Eiquihua seconds and it passed (4-0).

In response to a question from Brown about the Albany Oregon Public Library Foundation, Ikenouye shares that the foundation primarily supports the Carnegie Library but does provide funding for the library as a whole each year. This fiscal year, they donated $5,000 for the Summer Reading Program and $52,000 for library materials.

In response to questions from Eiquihua and Borst about the Library of Things, Ikenouye states that many items still need labeling, signage, and cataloging, but some should be available for checkout sometime in July. They will be available to search in the online catalog and will share the same policy with books regarding paying for lost and damaged items.

In response to a question from Borst about staffing levels, Ikenouye shares that since the onboarding of a recent new hire, the Library is at full staffing capacity for what it's currently budgeted for.

<u>Adjournment</u>

Hearing no further business, Borst adjourned the meeting at 5:45 p.m.

Respectfully submitted,   Reviewed by,

Elise Schuh   Eric Ikenouye
Administrative Services Coordinator   Library Director

Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cityclerk@cityofalbany.net

Acceptable Use Policy

As part of our mission to serve as a free, open archive of culture and knowledge and an ever-changing repository of information in varied formats, we are pleased to provide information resources through the Internet in both Library branches and to recommend sites on our Web pages. Library staff will provide on-site log-on and log-off procedures and basic troubleshooting tips but are not available for in-depth Internet instruction.

The Albany Public Library applies the same standards of intellectual freedom, privacy, and confidentiality that are incorporated into Albany Public Library policies for traditional media to electronic media as well.

The Internet, as a global information resource, enables the Library to provide access to material beyond the confines of its own collection. However, the Internet is currently an unregulated medium, and some material may be offensive, inaccurate, illegal, or incomplete. The availability of information does not constitute endorsement of the content by the Albany Public Library. Users themselves are encouraged to evaluate the validity of all Internet information.

Because the Library does not serve *in loco parentis* (in place of a parent), librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. Library staff will not require that children utilize filtered search engines for their research. As with private usage of all other Library materials, monitoring a child's access to the Internet is the responsibility of the parent or guardian.

Conditions of Library Computer Use

1. Users may not install ANY program or software updates onto the Library computers. Files may be downloaded onto patron's USB flash drive. Ask a librarian if you need assistance.

2. Users may not alter or damage existing hardware or software, including but not limited to changing configurations, settings, and preferences. Users may make only authorized copies of copyrighted or licensed software or data. It is not acceptable to use Internet access for any purposes that violate U.S. or state laws. <u>As per ORS 167.060 to 167.095, it is a crime to display obscene material to minors. Violators will be prosecuted</u>. Nor is it acceptable to transmit or receive material that is threatening, obscene, harassing, child pornography; or to interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

3. Children under ten years of age must be accompanied by an adult when using any of the public computers, including the Internet. Older children may use the Internet independently; however, monitoring what a child views on the Internet remains the responsibility of the parent or guardian.

4. Due to space limitations and considerations of noise and convenience, we strictly limit the number of persons who may share one Internet station to two individuals.

5. Procedures governing the terms of use at either Library depend upon demand placed on Internet resources. In an effort to fairly distribute access to all, users may encounter limitations on turns and/or time restrictions.

6. The "Library Rules of Conduct" policy also applies to the use of the Internet and failure to comply with the policies defined in these documents may result in the revocation of all Internet use privileges at both branches of the Library. (See Procedures Manual, Violations of Internet Acceptable Use Policy.)

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~~Albany Public Library supports the right and responsibility of parents to direct usage of the Internet by their own children and provides convenient access to filtered search engines. While filtered search engines (which are not under the control of the Library) may restrict access to sites that could be deemed objectionable, they may also limit access to sites that have legitimate research value.~~

Conditions of Library Computer Use

1. Users may not install ~~or download~~ ANY program or software updates onto the Library computers. Files may be downloaded onto patron's ~~own floppy disks or~~ USB flash drive.~~. (USB flash drives are available for sale at the Reference desks), and users may suggest useful software for Library installations.~~ Ask a librarian if you need assistance.

2. Users may not alter or damage existing hardware or software, including but not limited to changing configurations, settings, and preferences. ~~Creating auto-logins to your personal accounts is not allowed. This creates problems for other users and is a risk to your own privacy.~~

3. Users may make only authorized copies of copyrighted or licensed software or data. ~~Costs for printing are posted on the printers.~~

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