



## Public Library Board

### MINUTES

July 22, 2025

5:15 p.m.

Hybrid

Approved: August 27, 2025

#### Call to Order

Chair Amy Roberts called the meeting to order at 5:15 p.m.

#### Roll Call

Members present: Steve Borst, Jaci Eiquihua, Douglas Hambley, Linda Hart, Scott Kniefel, Amy Roberts, Jane Sandberg

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

#### Approval of June 24, 2025, Minutes:

**5:16 p.m.**

**MOTION:** Board Member Steve Borst moved to approve the minutes as written. Board Member Jaci Eiquihua seconded it and it passed (7-0).

#### Scheduled Business

**5:17 p.m.**

Library Director Eric Ikenouye reported that ongoing policy updates are underway, with three policies being presented to the Library Board for removal due to being superseded by newer versions: Censorship–Complaints (3.1), Memorials & Gifts (17.1), and Unattended Children (21.1).

The Censorship–Complaints policy was removed at the January 4, 2022, Library Board meeting.

The Memorials & Gifts policies have since been incorporated into the updated Collection Development policy. In response to a question from Board Member Douglas Hambley, Ikenouye noted that the language has been consolidated, and some procedural content was removed.

**MOTION:** Board Member Barbara Coffman moved to remove the Memorials & Gifts Policy (#.1). Board Member Jane Sandberg seconded it, and it passed (7-0).

The Unattended Children policy was incorporated into the approved Rules of Conduct at the Library Board meeting on January 23, 2024, under Rules 24 and 25. Ikenouye shared that some procedural language was also removed in this update.

In response to Hambley's concerns about the removal of much of the original wording, Ikenouye clarified that the previous policy contained a significant amount of procedural content, which is not appropriate for inclusion in policy-level documents.

In response to an inquiry from Board Member Jaci Eiquihua, Ikenouye states that the procedures are available to patrons upon request and in cases where police involvement is necessary staff will have exhausted all other options first.

The Board expressed general concerns about losing a portion of the procedural guidance previously included in the original policy. Ikenouye reiterated that procedures are made available to parents as needed.

**MOTION:** Board Member Linda Hart moved to remove the Unattended Children (21.1) Policy. Roberts seconded it and it passed (7-0).

Business from the commission

5:27 p.m.

Borst welcomed new Board Member Douglas Hambley to the Library Board, and Hambley shared a brief introduction about his background. Roberts presented thank-you cards for former board member Bob Brown and City Council members in recognition of their support for library funding, asking the Board to sign them. She also provided updates from the Albany Public Library Foundation, including the ongoing August Arts at Carnegie and discussions about plans for the Carnegie Library.

Staff update

5:40 p.m.

Supervising Librarian Elizabeth Sonstegaard reported record participation in the Adult Summer Reading Program with 800 sign-ups. The theme, "Level-Up," featured skill-building programs like mending, self-defense workshops, and a continued partnership with Worksource Oregon, which assists 2–5 patrons per session. She noted the addition of a new tech help service and upcoming availability of Chromebooks for checkout through the Library of Things (LOT), now managed by the new Librarian I. Chromebooks will be available by the end of the month with a three-week checkout period. Other popular LOT items include seasonal tools and cake pans, which will be highlighted in an upcoming Cake Picnic event.

Sonstegaard clarified that the Summer Reading Program tracks participation by days read, not time spent reading. She also shared that outreach at the Farmers' Market is going well, with increased sign-ups and use of mobile tech to issue library cards.

Library Director Ikenouye provided staffing updates, including a recent staff promotion to Librarian I, internal role shifts, and the hiring of a new full-time Library Assistant. A 24-hour Assistant position has been offered and may be filled by the next meeting. He also mentioned ongoing HVAC issues in the young adult area, though nearby areas have improved. The library will have a presence at the upcoming Pride Festival with new themed T-shirts.

Adjournment

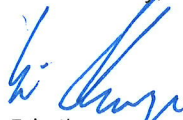
Hearing no further business, Roberts adjourned the meeting at 5:58 p.m.

Respectfully submitted,



Elise Schuh  
Administrative Services Coordinator

Reviewed by



Eric Ikenouye  
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](mailto:cityclerk@cityofalbany.net)*