



PUBLIC LIBRARY BOARD

# AGENDA



**Tuesday, August 26, 2025**

**At 5:15 p.m.**

This meeting includes in-person and virtual participation.

Conference Room, Albany Public Library,  
2450 14<sup>th</sup> Avenue SE

Or join the meeting here: [Zoom](#)

1. Call to order

2. Roll call

3. Public Comment:

*Persons wanting to provide comments may:*

1- Email written comments to the [elise.schuh@albanyoregon.gov](mailto: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](mailto: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 July 22, 2025, minutes. [Pages 3-4]

5. Scheduled business

- Removal of Policies
  - Collection Agency Policy, 5.1 [Page 5]
  - Equipment Loans & Use, 6.1 [Page 6]
  - Hours, 10.1 [Page 7]
  - Interlibrary Loans, 11.1 [Pages 8-13]

6. Business from the members

[albanyoregon.gov](http://albanyoregon.gov)



7. Staff updates

- Eric Ikenouye, Library Director

8. Next meeting date: Tuesday, September 23, 2025

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](mailto: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

July 22, 2025

5:15 p.m.

Hybrid

Approved: DRAFT

### 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 (17.1). 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 patrons as needed.

**MOTION:** Board Member Linda Hart moved to remove the Unattended Children policy (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,

Reviewed by,

Elise Schuh  
Administrative Services Coordinator

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)*

When a patron's account exceeds \$50 of assumed lost, missing materials, and fees, their name will be turned over to a collection agency used by the Albany Public Library.

1. Typewriter

- a. An electric typewriter is available to the public for use at the Main Library.

2. Computer/Printer

- a. Computers and printers are available to the public for use in the Library.
- b. Wireless connectivity is available within the Library. Library staff will assist patrons with basic instruction in connecting to the wireless network but will not go beyond basic troubleshooting.
- c. Both public use computer users and wireless computer users will be expected to comply with the Library's Acceptable Use Policy, Conditions of Library Computer Use, and the Library Rules of Conduct Policies. Print charges are the same for wireless users as for Library patrons utilizing the public use computers.
- d. Laptops are available for in-library use at the Adult Services desk. An APL card or photo ID are required to check out a laptop. Laptops must be returned to the Adult Services desk by the 10-minute closing announcement.
- e. The Library reserves the right to charge for copies printed on Library printers.
- f. Patron is responsible for selecting the appropriate printer when prompted by the software. The Library is not responsible for the quality of copies. The Library may adjust the per copy charge as appropriate.

3. Microfilm Reader/Printer

- a. The Microfilm reader / printer may be used in the Library at no charge.
- b. The Microfilm reader / printer may be reserved up to one month in advance by notifying staff at the Reference Desk or by telephone.
- c. Reader / printer use will be limited to 2 hours if others are waiting. There will be no restrictions on time as long as no one else has requested use of the machine.
- d. Staff will be responsible for adding paper.
- e. Printed copies are available at the posted charge. The Library is not responsible for the quality of copies.

4. Laptop Cables

- a. Meeting room presenters who do not bring their own laptop cables may check out the Library's, with a valid Library card

Main Library

The Main Library will be open to the public as follows:

Monday through Wednesday, 10:00 a.m. – 8:00 p.m.

Thursday and Friday, 10:00 a.m. – 6:00 p.m.

Saturday, 10:00 a.m. – 5:00 p.m.

Sunday, 1:00- p.m. – 5:00 p.m.

Carnegie Library

The Carnegie Library will be open to the public as follows:

Monday through Friday, 10:00 a.m. – 6:00 p.m.

In-Service Workshop

The Library will hold an in-service workshop generally two times per year. The date and time will be arranged by the Library Director and necessary schedule changes will be made to accommodate the training.

Holidays

The Library will follow the City of Albany's Holiday schedule regarding closures.

The Albany Public Library adopts and follows the American Library Association Interlibrary Loan Code and Oregon Library Association Interlibrary Loan Code. This code is to be followed in all interlibrary loan transactions.

INTERLIBRARY LOANS  
OREGON LIBRARY ASSOCIATION (OLA)  
INTERLIBRARY LOAN CODE

Originally Adopted April 27, 1973  
Updated May 14, 1996

## INTRODUCTION

The OLA Resource Sharing Committee, in its recommendation of this code, recognizes that the free exchange of materials between libraries in Oregon and the United States is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange. Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wider range of materials can be made available to users. In the interest of providing quality service, libraries have an obligation to obtain materials to meet the informational needs of users when local resources do not meet those needs.

The code is not intended to foster resource sharing as a substitute for local collection development to meet the routine needs and interests of a library's primary clientele. In order to provide a broad and varied information base for users, individual libraries are obligated to develop good local collections, preferably in cooperation with other libraries, and to utilize their own resources before resorting to interlibrary loan.

The effectiveness of a resource sharing system depends upon the responsible distribution of borrowing and lending. Libraries of all types and sizes should be willing to share their resources liberally so that a relatively few libraries are not over burdened. Oregon libraries must also agree to lend their materials without fees to other Oregon libraries if they wish to borrow.

### 1.0 Definition

- 1.1 Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library.

### 2.0 Purpose

- 2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, materials not available in the user's local library.

### 3.0 Scope

- 3.1 Interlibrary loan is a mutual relationship and libraries should be willing to supply materials as



freely as they request materials.

- 3.2 Any materials regardless of format, may be requested from another library. The supplying library determines whether the material can be provided.

#### 4.0 Responsibilities of the Requesting Library

- 4.1 The requesting library should establish and maintain an interlibrary loan policy for its borrowers and make it available.
- 4.2 The requesting library should process requests in a timely fashion.
- 4.3 The requesting library should identify libraries that own and might provide the requesting materials. The requesting library should check the policies of potential suppliers for special instructions, restrictions, and information on charges prior to sending a request. The requesting library is responsible for all authorized charges imposed by the supplying library.
- 4.4 Requests for materials for which locations cannot be identified may be sent to libraries that might provide the requested materials and be accompanied by the statement "cannot locate." The original source of the reference should be cited or a copy of the citation provided.
- 4.5 The requesting library should respect traditional lending patterns which are already in place. In general, libraries should spread the interlibrary loan load, requesting loans from the closest and smallest holding library unless that creates some inconvenience or causes unnecessary delay.
- 4.6 The requesting library should transmit all interlibrary loan requests in standard bibliographic format in accordance with the protocols of the electronic network or transmission system used. In the absence of an electronically generated form, the American Library Association interlibrary loan request form should be used.
- 4.7 The requesting library must ensure compliance with the U.S. copyright law and its accompanying guidelines. Copyright compliance must be determined for each copy requested before it is transmitted, and a Copyright compliance statement must be included on each copy request. Copyright files should be maintained as directed in the CONTU Guidelines.
- 4.8 The requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been returned and received by the supplying library. If damage or loss occurs, the requesting library is responsible for compensation or replacement in accordance with the preference of the supplying library.
- 4.9 The requesting library is responsible for honoring due dates and enforcing all use restrictions specified by the supplying library.
- 4.10 The requesting library should request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that the renewal has been granted for the same length of time as the original loan.
- 4.11 The requesting library should return materials by the due date and respond immediately if the item has been recalled by the supplying library.
- 4.12 The requesting library should package materials to prevent damage in shipping, and comply

with special instructions stated by the supplying library.

- 4.13 The requesting library is responsible for following the provisions of this code. Continued disregard for any provision may be reason for suspension of borrowing privileges by a supplying library.

#### 5.0 Responsibilities of the Supplying Library

- 5.1 The supplying library should establish and maintain an interlibrary loan policy, make it available in paper and/or electronic format, and provide it upon request.
- 5.2 The supplying library should process requests within the timeline established by the electronic network. Requests not transmitted electronically should be handled in a similar time frame.
- 5.3 The supplying library should include a copy of the original request, or information sufficient to identify the request, with each item.
- 5.4 The supplying library should state any conditions and/or restrictions on use of the materials lent and specify any special return packaging or shipping requirements.
- 5.5 The supplying library should state the due date or duration of the loan on the request form or on the material.
- 5.6 The supplying library should deliver materials by the most effective means possible and should package the items to prevent damage in shipping.
- 5.7 The supplying library should notify the requesting library promptly when unable to fill a request: and, if possible, state the reason the request cannot be filled.
- 5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the borrowing library may assume that the renewal has been granted for the same length as the original loan period.
- 5.9 The supplying library may recall materials at any time.
- 5.10 The supplying library may suspend service to any requesting library which fails to comply with the provisions of this code.

## INTERLIBRARY LOANS

### INTERLIBRARY LOAN CODE FOR THE UNITED STATES

Prepared by the Interlibrary Loan Committee, Reference and User Services Association, 1994, revised 2001.

Approved by the RUSA Board of Directors January 2001.

### INTRODUCTION

The Reference and User Services Association, acting for the American Library Association in its adoption of this code recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests. In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

#### 1.0 Definition

- 1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

#### 2.0 Purpose

- 2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library.

#### 3.0 Scope

- 3.1 This code is intended to regulate the exchange of material between libraries in the United States.
- 3.2 Interlibrary loan transactions with libraries outside of the United States are governed by the International Federation of Library Associations and Institutions' International Lending: Principles and Guidelines for Procedure.

#### 4.0 Responsibilities of the Requesting Library

- 4.1 The requesting library should establish, maintain, and make available to its users an interlibrary borrowing policy.
- 4.2 It is the responsibility of the requesting library to ensure the confidentiality of the user.
- 4.3 Some requesting libraries permit users to initiate online ILL requests that are sent directly to potential supplying libraries. The requesting library assumes full responsibility for these user-initiated transactions.
- 4.4 Requested material should be described completely and accurately following accepted bibliographic practice.
- 4.5 The requesting library should identify libraries that own the requested material. The requesting library should check and adhere to the policies of potential supplying libraries.
- 4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material, accompanied by an indication that ownership is not confirmed.
- 4.7 The requesting library should transmit interlibrary loan requests electronically.
- 4.8 For copy requests, the requesting library must comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.
- 4.9 The requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.
- 4.10 The requesting library is responsible for honoring the due date and enforcing any use restrictions specified by the supplying library. The due date is defined as the date the material is due to be checked-in at the supplying library.
- 4.11 The requesting library should normally request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.
- 4.12 All borrowed material is subject to recall. The requesting library should respond immediately if the supplying library recalls an item.
- 4.13 The requesting library should package material to prevent damage in shipping and should comply with any special instructions stated by the supplying library.
- 4.14 The requesting library is responsible for following the provisions of this code. Disregard for any provision may be reason for suspension of service by a supplying library.
- 5.0 Responsibilities of the Supplying Library
- 5.1 The supplying library should establish, maintain, and make available an interlibrary lending policy.
- 5.2 The supplying library should consider filling all requests for material regardless of format, but

has the right to determine what material will be supplied on a request by request basis.

- 5.3 It is the responsibility of the supplying library to ensure the confidentiality of the user.
- 5.4 The supplying library should process requests in a timely manner that recognizes the needs of the requesting library and/or the requirements of the electronic network or transmission system being used. If unable to fill a request, the supplying library should respond promptly and should state the reason the request cannot be filled.
- 5.5 When filling requests, the supplying library should send sufficient information with each item to identify the request.
- 5.6 The supplying library should indicate the due date and any restrictions on the use of the material and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked-in at the supplying library.
- 5.7 The supplying library should ship material in a timely and efficient manner to the location specified by the requesting library. Loaned material should be packaged to prevent loss or damage in shipping. Copies should be delivered by electronic means whenever possible.
- 5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.
- 5.9 The supplying library may recall material at any time.
- 5.10 The supplying library may suspend service to a requesting library that fails to comply with the provisions of this code.