



MINUTES

August 27, 2025

5:15 p.m.

Hybrid

Approved: September 23, 2025

Call to Order

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

Roll Call

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

Staff present: Eric Ikenouye, Library Director; Elise Schuh, Administrative Services Coordinator

Approval of July 22, 2025 Minutes:

5:16 p.m.

MOTION: Board Member Linda Hart moved to approve the minutes as written. Board Member Jane Sandberg seconded it and it passed (7-0).

Scheduled Business

5:17 p.m.

Four policies were presented to the Library Board for removal: Collection Agency (5.1), Equipment Loans & Use (6.1), Hours (10.1), Interlibrary Loans (11.1).

Collection Agency (5.1)

Library Director Eric Ikenouye explained that the Collection Agency policy primarily contains procedural information. The language regarding the restriction of library privileges after a certain amount of fees is covered in the Fines and Fees policy (7.1), which states: "the library privileges of any patron having \$15 or more in lost or damaged items will be suspended until the charges are cleared."

He also noted that the library works with its own collection agency, rather than a citywide contracted agency, which is responsible for sending notices about lost materials and pending fees.

MOTION: Board Member Steve Borst moved to remove the Collection Agency policy (5.1). Board Member Linda Hart seconded it and it passed (7-0).

Equipment Loans & Use (6.1)

MOTION: Board Member Douglas Hambley moved to remove the Equipment Loans & Use policy (6.1). Board Member Jane Sandberg seconded it and it passed (7-0).

Hours (10.1)

Ikenouye stated that the hours listed in the policy have not been in effect for several years. Current hours are determined by staffing levels and available coverage, with final decisions made by the Supervisors and Director. Any changes to hours, including temporary closures for staff training or events, are communicated to the City Manager, staff, and public as far in advance as possible.

Recent changes include added Saturday hours at the Main Library and the closure of the Carnegie Library on Saturdays for the summer.

MOTION: Board Member Jane Sandberg moves to remove the Hours policy (10.1). Board Member Amy Roberts seconded it and it passed (7-0).

Interlibrary Loans (11.1)

Ikenouye explained that the Interlibrary Loans (ILL) policy was created based on the OLA ILL code, which no longer exists. Regarding fees, he said the Library charges \$3 per ILL transaction.

In response to Board questions, Ikenouye clarified that borrowing libraries do not pay postage and are only charged if they lose or damage a book. All borrowing libraries follow the same policies and procedures as patrons. Also, there is no standard loan period among the libraries in the ILL program; loan times vary depending on the lending library. Patrons can request interlibrary loans directly, and staff will let them know if the materials are available.

The board discusses the difference between policies and procedures.

Ikenouye also said that information about Interlibrary Loans is available on the website and included in the Fines and Fees policy. He mentioned that details about the service could be added to a Circulating Materials policy.

The Board then talked about where the ILL information is currently located on the website, which is under the 'Services' menu.

MOTION: Board Member Douglas Hambley moves to remove the Interlibrary Loans (11.1) policy if it is moved from the 'Services' to the 'Resources' menu on the website and added to a Circulation policy. Board Member Jane Sandberg seconds it and it passes (7-0).

Business from the commission

5:47 p.m.

Hambley shared his experience using new bakeware from the Library of Things.

In response to Hambley's inquiry about public interest in a bookmobile, Ikenouye stated that the Library had been exploring this option and wanted to include it as part of its services.

When Hart asked about Homebound deliveries, Ikenouye explained that staff, rather than a courier service, handled deliveries every three weeks to patrons who had applied for the service.

Eiquihua shared her positive experience attending one of the Splashy Science programs held that summer, describing it as a fun, interactive, and educational program for all ages.

Ikenouye highlighted the strong ongoing partnership with the Calapooia Watershed Council and noted that participation had grown significantly over the years, from just a few participants to a large group.

Eiquihua thanked the Library for making the program available.

Sandberg shared a great middle-grade book she had recently read about book challenges.

Staff update

5:56 p.m.

Ikenouye highlighted the conclusion of the Summer Reading Program, which saw record enrollment this year. The Library had reached approximately the maximum number of participants it could accommodate with the current budget and supplies.

Eiquihua shared her experiences with the Adult Summer Reading Program.

Ikenouye noted that the Library recently hosted a Pokémon Party that drew over 200 participants. The August Arts programs at the Carnegie Library concluded, averaging about 50 attendees at each event; the foundation provided significant support to facilitate these programs.

The tween space is being refreshed with a mural painted by artist Cheryl French. The design, developed with input from the tweens themselves, features Dragons in Space.

Ikenouye shared a "save the date" with the Board for the Citizen Advisory Group Volunteers Appreciation Event, scheduled for the evening of Wednesday, October 15th.

Hart and Roberts expressed their appreciation for the Library's Cake Picnic program.

In response to a question from Borst about trends in library services, Ikenouye stated that the summer had been much busier and that programs were well attended.

Adjournment

Hearing no further business, Roberts adjourned the meeting at 6:07 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*