



PUBLIC LIBRARY BOARD

AGENDA



Tuesday, September 23, 2025

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. Public Comment:

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 August 26, 2025, minutes. [Pages 3-6]

5. Scheduled business

- Adoption of New Library Privacy Policy [Pages 7-8]

6. Business from the members

7. Staff updates

- April Spisak, Supervising Librarian
- Eric Ikenouye, Library Director

albanyoregon.gov



8. Next meeting date: Tuesday, October 28, 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 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

August 27, 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 (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,

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*

In keeping with its values, Albany Public Library defends your right to explore, learn, and read anonymously no matter your age.

The library follows the American Library Association's Code of Ethics and protects your right to privacy and confidentiality in what you read, borrow, or access.

Library Records

Your account details - such as what you check out, overdue items, and contact information - are kept confidential. This information is shared only when required by law and after the Library Director and City Attorney have reviewed the request to confirm it is valid.

The library does not keep a record of your borrowing history unless you choose to opt-in to keeping it.

Information We Collect

We collect basic personal information - such as your name, birth date, ID, email, address, or phone number - when you sign up for a library card or register for an event that requires contact details.

We avoid keeping unnecessary records and never share your private information publicly.

Adult Account Access

Only you can access your account information unless you've given permission to someone else. Holds may be picked up by someone else, but the items will be checked out on their account unless they have your library card.

Children's Account Access

Children's account privacy is protected in the same way as adult accounts.

Parents or guardians may access account information when needed to clear overdue items or pay for lost or damaged materials.

Security Cameras

We use security cameras inside and outside the library buildings to help ensure safety and protect library property. Cameras are placed only in public areas and are never used in spaces where people expect privacy.

Other Services

This privacy policy applies only to library records. If you use outside websites or apps on library computers or devices, those services have their own privacy policies, and the library cannot guarantee your privacy when using them.

Version Change Log

Version	Date	Description of Change
1.0	9/24/25	First version of the policy created and published