



PUBLIC LIBRARY BOARD AGENDA



**Tuesday, October 28, 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 September 23, 2025, minutes. [Pages 3-4]
5. Scheduled business
 - a. Adoption of Library Privacy Policy. [Pages 5-6]
6. Business from the members
7. Staff updates
 - Samantha Harteau, Librarian I
 - Eric Ikenouye, Library Director
8. Next meeting date: TBD
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.

albanyoregon.gov





TO: Albany Public Library Board

FROM: Eric Ikenouye, Library Director

DATE: October 28, 2025

SUBJECT: Director's Report

Board Members,

This month, we have a few items for your consideration.

We updated the Privacy Policy from the last meeting to clarify patron privacy in relation to third-party vendors.

The Board also needs to decide on the date for our combined November and December meetings. In the last meeting, the dates of December 9th or 16th were discussed as potential new dates. As a reminder, since our November and December meetings fall during Holiday weeks, the Board has traditionally chosen to combine these meetings to avoid the seasonal conflicts.

At this meeting, we will have Librarian Samantha Harteau discuss some of the work she does at the Albany Public Library.

Thank you for your time,

Eric



MINUTES

September 23, 2025

5:15 p.m.

Hybrid

Approved: **DRAFT**

Call to Order

Chair Amy Roberts called the meeting to order at 5:18 p.m.

Roll Call

Members present: Linda Hart (virtual), Scott Kniefel, Amy Roberts, Jane Sanberg

Members absent: Steve Borst (excused), Jaci Eiquihua (excused), Douglas Hambley (excused)

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

Approval of August 26, 2025, Minutes:

5:19 p.m.

MOTION: Board Member Scott Kniefel moved to approve the minutes as written. Board member Jane Sandberg seconded it and it passed (4-0).

Scheduled Business

5:20 p.m.

The Library Board reviewed and provided feedback on the new Privacy Policy.

In response to an inquiry from Sandberg regarding the inclusion of third-party services, Library Director Eric Ikenouye noted that listing such services in detail, as in the examples provided, could necessitate frequent updates to the policy. However, he stated that additional information about the privacy practices of third-party services would be further explored.

Responding to a question from Roberts about acceptable forms of ID, Supervising Librarian April Spisak clarified that a photo ID is generally required, though exceptions may be made in special circumstances.

In response to questions from Sandberg and Kniefel about records history, Ikenouye explained that while the policy states a complete history is not retained, there are limited instances where partial history may be available. For example, information about the last two patrons to check out an item may be accessible, or records may be retained when a patron owes for a lost or damaged item. Patrons who wish to keep a full checkout history may opt in through their online account.

MOTION: Board Member Jane Sanberg moved to table the privacy policy until the next meeting. Board Member Scott Kniefel seconded it and it passed (4-0).

Staff update

5:29 p.m.

Supervising Librarian April Spisak shared final updates and statistics from the Summer Reading Program. This year saw a record 4,986 registrations, with approximately 76% reaching the 60-day benchmark. Adult participation increased, and the satellite partnership program saw renewed engagement. Next year's theme will focus more on the outdoors.

Library Director Eric Ikenouye announced that the next meeting will include a discussion on policies versus procedures. He also shared Interlibrary Loan statistics: Albany Public Library averages 450–600 loans and 100–115 borrows annually.

In response to a question from Roberts, Ikenouye noted that very few loaned items go missing. If a borrowing library loses an item, they are charged the same amount as a patron would be. Any interlibrary loan charges collected are returned to the general fund.

Ikenouye also announced that the Carnegie Library will reopen on Saturdays starting October 11. The Albany Public Library Foundation plans to continue hosting monthly Saturday programs.

A Request for Proposals for a Library Services and Programs evaluation has been released, with submissions accepted over the next month. The evaluation is expected to begin in the new year.

Board members were reminded to RSVP for the Citizen Advisory Group Appreciation Event on October 15.

Business from the commission

5:56 p.m.

Roberts shared several updates from the Albany Public Library Foundation meeting.

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*

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.

Third-Party Vendor Services

The library works with outside companies to provide online services like eBooks, streaming media, and digital collections. These vendors may collect some personal and technical information, such as your name, IP address, search history, or device details.

Each vendor has its own privacy policy and terms of use. Please review them carefully before using their services. You can choose not to use a vendor if you don't agree with their terms.

Vendors are expected to follow privacy laws, protect minors, and collect only the information needed to provide the service. However, the library cannot guarantee your privacy when using vendor platforms or external websites not managed by the library.

Version Change Log

Version	Date	Description of Change
1.0	9/24/25	First version of the policy created and published
1.1	10/24/25	Updated title and content of the Other Services section to provide clarification