



## PUBLIC LIBRARY BOARD

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### MINUTES

October 28, 2025

5:15 p.m.

Hybrid

Approved: December 9, 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 (virtual), Douglas Hambley, Scott Kniefel, Amy Roberts, Jane Sandberg

Members absent: Linda Hart

Staff present: Eric Ikenouye, Library Director; Samantha Harteau, Librarian I; Elise Schuh, Administrative Services Coordinator

#### Approval of September 23, 2025, Minutes

**5:16 p.m.**

**MOTION:** Board Member Jane Sandberg moved to approve the minutes as written. Board Member Steve Borst seconded it and it passed (6-0).

#### Staff Updates

**5:16 p.m.**

Librarian I Samantha Harteau introduced herself and shared some of what she does at the library.

#### Scheduled Business

**5:25 p.m.**

Library Director Eric Ikenouye presented an updated privacy policy to the board for approval. The Other Services section was updated for clarification.

**MOTION:** Board Member Jaci Eiquihua moved to approve the new Privacy Policy. Board member Douglas Hambley seconded it and it passed (6-0).

#### Staff Updates

**5: 29 p.m.**

Ikenouye shared a handout about the differences between policies and procedures.

In response to a question from Borst about policy audits, Ikenouye stated that all new policies are run by the City Attorney and that the Library Board is the primary group that oversees and audits policies. Additionally, some of the library's policies are submitted to the State Library for annual reporting.

In response to an inquiry from Board Member Douglas Hambley about the previously removed ILL policy, Ikenouye shared that although much of that was procedure, something specific about ILL services will likely be included in an updated version of the Circulation or Materials policies.

The Library Board discussed and agreed on a final meeting date for the year – Tuesday, December 9th.

Ikenouye shared that in celebration of the country's 250th anniversary next year, the Carnegie Corporation of New York is sending \$10,000 to all systems with active Carnegie Libraries. He also shared that there are no restrictions on how the money can be used and no immediate plans for what it will be put toward. He plans to discuss it with the Albany Public Library Foundation.

He also shared several upcoming library programs. The Day of the Dead program is scheduled for Saturday, November 1st, and the Friends of the Library book sale for November 7th & 8th.

Ikenouye thanked Chair Amy Roberts for speaking at the city's Citizen Advisory Group Appreciation event.

Ikenouye provided an update about the new self-check machines and clarification on the security camera systems at both libraries.

#### Next Meeting Date

The next regularly scheduled meeting is on Tuesday, December 9<sup>th</sup>, 2025.

#### Adjournment

Hearing no further business, Roberts adjourned the meeting at 5:50 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 [cityrecorder@albanyoregon.gov](mailto:cityrecorder@albanyoregon.gov).*