



PUBLIC LIBRARY BOARD

# AGENDA



**Tuesday, March 24, 2026**  
**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 February 24, 2026, minutes. [Pages 3-5]
5. Scheduled business
  - Privacy Policy Update [Pages 7-11]
  - Adoption of Security Camera Policy [Pages 12-13]
6. Business from the members
7. Staff updates
  - Eric Ikenouye, Library Director

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



8. Next meeting date: Tuesday, April 28, 2026

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.*



## PUBLIC LIBRARY BOARD

### MINUTES

February 24, 2026

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; Elise Schuh, Administrative Services Coordinator

#### Approval of January 27, 2026, Minutes

**5:16 p.m.**

**MOTION:** Board member Steve Borst moved to approve the minutes as written. Vice Chair Jaci Eiquihua seconded it and it passed (7-0).

#### Scheduled Business

**5: 18 p.m.**

Library Director Eric Ikenouye introduced the Library Strategies consultants facilitating the SOAR (Strengths, Opportunities, Aspirations, Results) session with the Library Board: Jennifer Patterson and Wyatt Fertig. He noted that staff had participated in a SOAR session earlier that morning and emphasized that board input is an important part of the strategic planning process.

Patterson and Fertig introduced themselves and shared brief backgrounds. Patterson provided an overview of the strategic planning process and described the supporting activities, including an anonymous staff survey, the SOAR sessions, work with a steering committee on community engagement, focus groups, individual stakeholder interviews, and a community survey.

In response to board questions, Patterson explained that the community survey—available in English and Spanish—will examine library use and satisfaction. The survey will be complemented by a mapping project using non-identifying data and an analysis of staffing, programs, and services compared to similarly sized libraries.

Fertig outlined the SOAR session process. For each category, board members first recorded ideas independently on sticky notes, then shared them with the group, and distinct ideas were added to the board. At the end of the session, members used dot stickers to vote for up to three ideas per category that they wanted highlighted in the strategic planning process.

The board shared their perspectives across the SOAR categories. For strengths, they identified areas where the library excels, its resources, and notable accomplishments. Opportunities focused on ways to grow, meet new needs, or turn challenges into possibilities. During this discussion, the board noted a need for a regular email newsletter in addition to the paper calendar. In response to an inquiry from Hambley, it was explained that an email blast exists but is not sent regularly. Aspirations reflected the board's vision for the library's future and broader goals.

Board member Linda Hart departed at 5:53 p.m.

Following this, the group discussed library aesthetics and differences between the current and previous library buildings.

The board then considered results, discussing ways to track library performance through tools or other measures of success.

Finally, the board participated in dot voting to prioritize items in each category. Fertig and Patterson summarized the top-voted items as follows:

- **Strengths:** Intergenerational programming, wide variety of programs, well-trained staff, Spanish-speaking staff and programs, and technology leadership
- **Opportunities:** Extended hours and days of operation, additional funding, a book festival, expansion of the library of things, and increased collaboration with local businesses
- **Aspirations:** Expansion or replacement of the current building, more school-library programs, and increased support for working parents
- **Results:** More open hours per week, higher circulation, and a greater number and variety of partner organizations

Fertig and Patterson thanked the board for their participation and reminded them of the upcoming strategic planning activities.

#### Business from the Commission

**6:28 p.m.**

In response to a general inquiry from Borst, Ikenouye shared reminders about the upcoming Citizen Advisory Group Training and the Library Uncorked event.

Ikenouye also noted that the national Carnegie Foundation expressed how impressed they were by the number of thank-you notes they received from the community.

#### Next Meeting Date

The next regularly scheduled meeting is on Tuesday, March 24, 2026.

#### Adjournment

Hearing no further business, Roberts adjourned the meeting at 6:30 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 [cityrecorder@albanyoregon.gov](mailto:cityrecorder@albanyoregon.gov).*



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**TO:** Albany Public Library Board

**FROM:** Eric Ikenouye, Library Director

**DATE:** March 24, 2026

**SUBJECT:** Director's Report

Board Members,

We have two policies for you to consider this month. We have a new version of the Privacy Policy that includes information about a new messaging service we will be using to contact patrons. In reviewing the Privacy Policy, we also decided that security cameras should have their own policy.

Here are brief summaries for each:

**Privacy Policy**

The Privacy Policy explains how the library protects the privacy of people who use our services. The library collects only the basic information needed to provide services such as library cards, borrowing materials, and program registration. Patron records are kept confidential and are only shared if required by law. The library does not keep a record of what people have borrowed unless they choose to save that history. The policy also explains that some digital services provided by outside vendors may collect limited information, and that patrons can choose whether to use those services.

**Security Camera Policy**

The Security Camera Policy explains how the library uses security cameras to help keep people and buildings safe. Cameras may be placed in public areas of the library and outside the building, but never in places where people expect privacy, such as restrooms or staff areas. Recordings are stored securely and can only be accessed by authorized staff. Footage may be reviewed if there is a safety concern or shared with law enforcement if required by law.

Thank you for your time,

Eric  
EI/eas

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.

### **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.

### **Messaging Terms and Conditions**

The library offers an opt-in SMS or text messaging service to send reminders and updates about your account.

By opting in, you agree to receive account notifications and customer care messages related to your library account.

The library will not share, sell, or rent your mobile number or other personal information to third parties for marketing purposes.

The number of messages you receive may vary. Message and data rates may apply, so please check with your mobile provider for details.

If you need assistance, text HELP, use the library contact form, call 541-917-7580, or speak directly with a staff member.

To stop receiving SMS notifications, text STOP to cancel at any time, update your preferences through your account, or speak with a staff member.

### **Version Change Log**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
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
2.0	3/24/26	Added Messaging Terms and Conditions section; removed Security Cameras section to create a separate policy.

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## ~~Security Cameras~~

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The Albany Public Library uses security cameras to support the safety and security of patrons, staff, facilities, and library property.

### **Camera Locations**

Security cameras may be placed in public areas of library buildings and grounds but will not be installed in areas where an individual would have a reasonable expectation of privacy as defined by state and/or federal law. These areas may include but not be limited to entrances, parking lots, public seating spaces, hallways, meeting rooms, and service desks. Areas that are monitored by security cameras will be clearly marked to inform the public that the area is under video monitoring for security purposes.

Cameras will not be placed in restrooms, staff break rooms, or private offices.

### **Recording and Retention**

Video recordings are stored securely and treated as confidential. The library will follow City Policy and federal and state law, with respect to retention, equipment and maintenance requirements for security cameras.

### **Access and Use**

Access to security camera recordings is limited to the Library Director and designated administration or information technology staff. Recordings may be reviewed when needed to investigate safety concerns, policy violations, or suspected criminal activity.

Video recordings may be shared with law enforcement when required by subpoena, court order, or other lawful request.

### **Policy Review**

The Library Director or designee is responsible for administering this policy. The Albany Public Library reserved the right to update this policy as needed.

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