



PUBLIC LIBRARY BOARD

AGENDA



Tuesday, December 9, 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 October 28, 2025, minutes. [Pages 3-4]

5. Scheduled business

- Study Room Policy Update [Pages 5-6]
- Volunteers Policy Update [Pages 7-8]

6. Business from the members

7. Staff updates

- Eric Ikenouye, Library Director

albanyoregon.gov



8. Next meeting date: Tuesday, January 27th, 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 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

October 28, 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, 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 9th, 2025.

Adjournment

Hearing no further business, Roberts adjourned the meeting at 5:50 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.*

Albany Public Library
Study Rooms

Ver. 1.0
Effective 12/9/2025

- Study rooms are available whenever the library is open.
- You can reserve a study room up to 12 weeks in advance unless you get special approval from Library staff.
- If you're more than 15 minutes late without letting us know, you lose your reservation.
- You can use a study room for up to 2 hours at a time. If no one else is waiting, you may stay longer, but you can't reserve extra time in advance. Exceptions may be made by Library staff.
- Please check in and out at the Adult Services desk when using a study room.
- The number of people in the room must not exceed the posted limit.

Version Change Log

Version	Date	Description of Change
1.0	12/9/25	Plain Language and formatting update

ALBANY PUBLIC LIBRARY

POLICY NO. 20.1
SUBJECT: STUDY ROOMS
REVISION DATE: 07/25/2023

1. The study rooms will be available when the Library is open.
2. Reservations for the study rooms may be made no more than 12 weeks in advance unless arrangements have been made and approved by the Library staff.
3. When a study room has been reserved and the reserving party is 15 minutes late (without notifying the Library), that constitutes forfeiture of the reservation.
4. Rooms may be used for two (2) hours at a time per party. Rooms can continue to be used beyond the two-hour limit, if available, but they cannot be reserved for longer. Exceptions are made on a case-by-case basis by the Library staff.
5. Patrons are to sign in and sign out at the Reference desk each time they use the room.
6. The size of the group shall be limited to capacity posted.
7. Items left in study rooms will be turned into Lost and Found.
8. Food is not allowed in the study rooms. Covered drinks are acceptable.

Albany Public Library
Volunteers

Ver. 1.0
Effective 12/9/2025

Volunteers help Albany Public Library live out its mission to promote community, life-long learning, and quality services in a safe, welcoming space. By shelving materials and providing behind-the-scenes support, volunteers contribute to a connected and diverse Albany that celebrates curiosity, knowledge, and possibility.

All volunteers must submit an application and attend a volunteer orientation before beginning their service.

Volunteers should be responsible, committed, detail-oriented, and able to work independently after training, as one-on-one supervision is not available.

Students may earn school credit with a signed permission form from a parent or guardian. Volunteers must meet basic requirements, and placement depends on Library needs and the applicant's abilities. Volunteers aged 13 and under must always be accompanied by a responsible adult.

Individuals who live outside Albany city limits can earn a Library card after volunteering for three months and continuing at least four hours per month.

Version Change Log

Version	Date	Description of Change
1.0	9/24/25	Plain language and formatting update

ALBANY PUBLIC LIBRARY

POLICY NO. 22.1
SUBJECT: VOLUNTEERS
REVISION DATE: 01/28/2014

Volunteers expand and supplement the services the Library is able to offer to the public. They also provide a form of outreach into the community, conveying an impression of our values and our commitment to the community.

In turn, the Library provides a service to its volunteers through providing opportunities for educational service credits and personal growth, as well as possibilities for professional growth through training, business contacts, and employment references.

In an effort to ensure a positive experience with us, the Library has defined some criteria for successful volunteering. These include individual responsibility and commitment, maturity, and attention to detail. Volunteers must be personally invested in working with us to provide good service in a professional manner. The Library is unable to provide a one-to-one mentoring relationship. Individuals must be able to work independently after initial training.

School volunteer credit may be earned through service at the Library. A parent or legal guardian's signature is required, and the applicant must also meet the above criteria. Placement in the Library will be dependent upon the Library's current needs and its assessment of the applicant's abilities and motivation. Volunteers 13 and younger may be considered if accompanied at all times by a responsible adult.

Volunteers do not pay overdue fines so long as they maintain 4 volunteer hours per month. A nonresident can earn their borrowers' card by first volunteering 3 months and then maintaining 4 volunteer hours per month.