



PUBLIC LIBRARY BOARD

# AGENDA



**Tuesday, January 27, 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. Election of Chair and Vice Chair
4. 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.
5. Approval of December 9, 2025 minutes. [Pages 3-5]
6. Scheduled business
  - Study Room Policy Update [Page 6]
7. Business from the members
8. Staff updates
  - Eric Ikenouye, Library Director

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



9. Next meeting date: February 24, 2026

10. 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.*



## MINUTES

December 9, 2025

5:15 p.m.

Hybrid

Approved: DRAFT

### Call to Order

Chair Amy Roberts called the meeting to order at 5:16 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

### Public Comment

**5:17 PM**

**Martin Harding** provided public comment regarding library meeting room usage, advocating for the Enduring A's continued use of the space during their regularly scheduled meetings on the first Wednesday of each month, following a previous denial of a room request. In response to questions from the Board, Harding explained that the group consists of approximately 20–30 local members, meets monthly for about two hours, and has already published the year's meeting dates and locations in national print publications.

Ikenouye stated that the next step would be to schedule a direct meeting to discuss options.

### Approval of October 28, 2025, Minutes:

**5:34 p.m.**

**MOTION:** Board Member Scott Kniefel moved to approve the minutes as written. Board Member Jaci Eiquihua seconded it and it passed (7-0).

### Scheduled Business

**5:35 p.m.**

Ikenouye presented the updated Study Room Policy, noting that a typographical error had already been identified. He clarified that the second bullet point should read: "Study rooms may not be reserved more than 12 weeks in advance unless special approval is granted by library staff."

Board Members Douglas Hambley and Eiquihua requested that the use of the word "you" be replaced with more neutral language.

Ikenouye explained that the language was intentionally used to better connect with patrons and encourage a sense of ownership. He noted that, given the errors already identified, he plans to revise the policy and bring it back to the next Board meeting for approval. He then asked if there were any questions or feedback regarding the policy content.

In response to a question from Board Member Jane Sandberg regarding food in study rooms, Ikenouye stated that while the current policy restricts food, enforcement is challenging and is typically handled on a case-by-case basis. He added that it may be helpful to designate at least one space where food is permitted.

Board Member Steve Borst stated that food should not be allowed, citing concerns about cleanliness, and suggested adding language requiring users to leave the room in the condition in which it was found.

Sandberg and Kniefel agreed that including language about leaving spaces as found would help address cleanliness concerns.

Ikenouye presented the updated Volunteers Policy to the Board for approval. In response to a question from Borst, he explained that volunteers are selected through an application and an informal meeting with the Library Resources Coordinator for adult volunteers or the Teen Librarian for teen volunteers. Prospective volunteers are given a walkthrough of the library to determine whether they are a good fit and able to perform the duties. Ikenouye noted that many individuals who initially express interest later decide that tasks such as shelving books and shelf reading are not suitable for them, though a few long-term volunteers continue to assist in technical services and at library programs.

The Board briefly discussed expanding outreach to encourage student and youth volunteers. Ikenouye stated that final decisions on volunteer acceptance are generally left to staff judgment. He also noted that the Library does not currently conduct background checks.

MOTION: Board Member Jaci Eiquihua moved to approve the updated Volunteers Policy. Board Member Jane Sandberg seconded it and it passed (7-0).

#### Business from the commission

**5:54 p.m.**

The Library Board shared positive experiences they had at the library.

Roberts provided an update from the Library Foundation meeting.

#### Staff update

**6:00 p.m.**

Ikenouye reported that, as part of the upcoming library evaluation and planning process facilitated by Library Strategies, he was seeking a volunteer from the Library Board to serve on the steering committee. In response to questions from Board members, Ikenouye explained that the committee will include 8–12 stakeholders providing input and feedback on the process. Members will represent the Foundation, Friends of the Library, the Library Board, library staff, and other city and community organizations. The anticipated time commitment is 12–16 hours for the duration of the project.

He also shared that there may be an update in January regarding the \$10,000 grant from the Foundation. Additionally, he noted that the Rotary Club of Albany recently donated \$4,000 to the Library.

Adjournment

Hearing no further business, Roberts adjourned the meeting at 6:14 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](mailto:cityclerk@cityofalbany.net)*

Albany Public Library  
**Study Rooms**

Ver. 1.1  
Effective 1/27/2026

- 
- Study rooms are available when the Library is open
  - Study rooms can be reserved up to 12 weeks in advance. Reservations beyond this time require special approval from library staff.
  - If a group or individual is more than 15 minutes late without letting the Library know, the reservation will be canceled.
  - Study rooms can be used for up to 2 hours at a time. If no one else is waiting, the room can be used longer. Extra time cannot be reserved. Exceptions may be made by Library staff
  - When using a study room, check in and out at the Adult Services desk.
  - The number of people using a study room must not exceed the posted limit.
  - Study rooms must be left in the same clean condition in which they were found.

**Version Change Log**

Version	Date	Description of Change
1.0	12/9/25	Plain Language and formatting update
1.1	1/27/26	Language update; added study room condition requirement.



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**TO:** Albany Public Library Board

**FROM:** Eric Ikenouye, Library Director

**DATE:** January 27th, 2026

**SUBJECT:** Director's Report

Board Members,

In keeping with City policy, we need to have our Chair and Vice Chair elections this month.

This month, we have brought back the Study Room Policy from last month. Edits were made regarding clarity and language.

Next month, for our board meeting, the consultants working on our Master Plan will facilitate a SOAR (Strengths, Opportunities, Aspirations, Results) session. This is a key opportunity for the board to provide information about the library's future. As a heads-up, this will likely mean the board meeting will run a little longer than usual. Please plan accordingly and let us know if you are unable to attend.

Thank you for your time,

Eric