



PUBLIC LIBRARY BOARD

AGENDA



Tuesday, July 22, 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 June 24, 2025 minutes. [Pages 3-4]

5. Scheduled business

- Removal of Policies
 - Censorship – Complaint Policy 3.1 [Page 6]
 - Memorials and Gifts Policy 17.1 [Page 7]
 - Unattended Children Policy 21.1 [Page 8]

6. Business from the members

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7. Staff updates

- Elizabeth Sonstegaard, Supervising Librarian
- Eric Ikenouye, Library Director

8. Next meeting date: Tuesday, August 26, 2025

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.



MINUTES

June 24, 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, Bob Brown, Jaci Eiquihua, Linda Hart, Scott Kniefel, Amy Roberts, Jane Sandberg

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

Approval of May 27, 2025 Minutes:

5:15 p.m.

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

Business from the commission

5:16 p.m.

Board member Jane Sandberg expressed her appreciation for both the Summer Reading Program and the new book display on the second floor.

Roberts shared updates from the Library Foundation's May meeting, noting that the Foundation has donated \$55,000 for library materials and \$10,000 to support the Summer Reading Program this year.

In response to budget questions from Borst and Brown, Library Director Eric Ikenouye reported that the city budget was adopted at the June 18, 2025, council meeting. While the library will not be able to increase staff, funding was approved for a Facility Master Plan as well as for library materials. Ikenouye also provided an explanation of the City Services fee.

Staff update

5:25 p.m.

Librarian I Christine Troetschel introduced herself and provided an update on the library's teen services. Over 300 teens have registered for the Summer Reading Program this year. In addition, the library is building new community partnerships, including a collaboration with the Arts Center of Corvallis, and has been actively conducting outreach at local middle and high schools. Christine also gave a brief overview of upcoming teen-specific programs and provided updates on the teen collection.

Ikenouye shared several additional updates about the library. A new 24-hour library assistant has joined the library, and interviews for the Librarian I position have been completed. The main library is currently addressing a few facility issues: the HVAC system in the Young Adult area is down and awaiting necessary parts, and there was a plumbing issue in the restrooms of the Children's area. Additionally, the library's recent Big City Trucks and Splashy Science programs were both well received by attendees.

Adjournment

Hearing no further business, Roberts adjourned the meeting at 5:49 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*



MEMO



TO: Albany Public Library Board

FROM: Eric Ikenouye, Library Director

DATE: July 22, 2025

SUBJECT: Director's Report

Board Members,

This month, we are welcoming a new board member, Douglas Hambley, who has been appointed by the Council.

We have a few policy items for the board to review this month. Specifically, we are asking you to remove three existing policies, as they have been incorporated into previously updated policies.

As I have mentioned in the past, we need to continue cleaning up our policies, so you can expect to have policies to discuss in the next few meetings. Most of them will be housekeeping issues, like those for this month, while others may be a little more complex.

In the meeting, I will discuss the policy updates in greater depth.

Additionally, Supervising Librarian Elizabeth Sonstegaard will attend the meeting to tell you about adult services in the library.

Thank you for your service,

Eric

EI/eas

The policy information regarding censorship-complaints can be found in Policy 15.1- Collection Development

1. Memorial gifts of books or cash are welcomed by the Library.
2. Gifts of library materials may be accepted provisionally and will then be subjected in order received to the same evaluation and selection standards as prospective purchase material. Gifts accepted by the Library become the property of the Library and will be handled and/or disposed of as the Library sees fit. The Library does not agree to maintain intact gifts of collection materials. Gifts in the form of funds are encouraged.
3. A plaque will be placed in each book bearing the donor's name and that of the deceased, and/or will be placed in the catalog record in the case of a memorial.

To provide for the general welfare of all persons and the general safety of children using the Albany Public Library, the policy of the Albany Public Library is as follows:

1. The Library is not responsible for children left unattended in the Library.
2. Children under 10 years of age shall, at all times, be attended and adequately supervised by a responsible caregiver at least 12 years old who shall be responsible for the child's activity and behavior. Children should be in sight of their caregiver at all times.
3. If a child is left in the Library or outside the Library after closing hours, an attempt will be made to reach the child's parents or caregivers. If they cannot be reached, the Albany Police Department will be called after 15 minutes.

The Oregon Revised Statutes (163.545) state:

“A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child.”

See also Rules of Conduct, Policy No. 19.1, #9.