



MINUTES

September 23, 2025

5:15 p.m.

Hybrid

Approved: October 28, 2025

Call to Order

Chair Amy Roberts called the meeting to order at 5:18 p.m.

Roll Call

Members present: Linda Hart (virtual), Scott Kniefel, Amy Roberts, Jane Sanberg

Members absent: Steve Borst (excused), Jaci Eiquihua (excused), Douglas Hambley (excused)

Staff present: Eric Ikenouye, Library Director; April Spisak, Supervising Librarian; Elise Schuh, Administrative Services Coordinator

Approval of August 26, 2025, Minutes:

5:19 p.m.

MOTION: Board Member Scott Kniefel moved to approve the minutes as written. Board member Jane Sandberg seconded it and it passed (4-0).

Scheduled Business

5:20 p.m.

The Library Board reviewed and provided feedback on the new Privacy Policy.

In response to an inquiry from Sandberg regarding the inclusion of third-party services, Library Director Eric Ikenouye noted that listing such services in detail, as in the examples provided, could necessitate frequent updates to the policy. However, he stated that additional information about the privacy practices of third-party services would be further explored.

Responding to a question from Roberts about acceptable forms of ID, Supervising Librarian April Spisak clarified that a photo ID is generally required, though exceptions may be made in special circumstances.

In response to questions from Sandberg and Kniefel about records history, Ikenouye explained that while the policy states a complete history is not retained, there are limited instances where partial history may be available. For example, information about the last two patrons to check out an item may be accessible, or records may be retained when a patron owes for a lost or damaged item. Patrons who wish to keep a full checkout history may opt in through their online account.

MOTION: Board Member Jane Sanberg moved to table the privacy policy until the next meeting. Board Member Scott Kniefel seconded it and it passed (4-0).

Staff update

5:29 p.m.

Supervising Librarian April Spisak shared final updates and statistics from the Summer Reading Program. This year saw a record 4,986 registrations, with approximately 76% reaching the 60-day benchmark. Adult participation increased, and the satellite partnership program saw renewed engagement. Next year's theme will focus more on the outdoors.

Library Director Eric Ikenouye announced that the next meeting will include a discussion on policies versus procedures. He also shared Interlibrary Loan statistics: Albany Public Library averages 450–600 loans and 100–115 borrows annually.

In response to a question from Roberts, Ikenouye noted that very few loaned items go missing. If a borrowing library loses an item, they are charged the same amount as a patron would be. Any interlibrary loan charges collected are returned to the general fund.

Ikenouye also announced that the Carnegie Library will reopen on Saturdays starting October 11. The Albany Public Library Foundation plans to continue hosting monthly Saturday programs.

A Request for Proposals for a Library Services and Programs evaluation has been released, with submissions accepted over the next month. The evaluation is expected to begin in the new year.

Board members were reminded to RSVP for the Citizen Advisory Group Appreciation Event on October 15.

Business from the commission

5:56 p.m.

Roberts shared several updates from the Albany Public Library Foundation meeting.

Adjournment

Hearing no further business, Roberts adjourned the meeting at 5:58 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 cityclerk@cityofalbany.net*