



PUBLIC LIBRARY BOARD AGENDA



Tuesday, April 23, 2024

At 5:15 p.m.

This meeting includes in-person and virtual participation.
Conference Room, Albany Public Library, 2450 14th Avenue SE
or join on [Zoom](#)

Phone: +1 253-215-8782 | Meeting ID: 889 6564 4728 | Passcode: 115761

1. Call to order
2. Roll call
3. Business from the public
 - 1- Email written comments to 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 registered to speak.
 - 3- Appear in person at the meeting and register to speak.
4. Approval of August 22, 2023, minutes. [Pages 2-3]
5. Scheduled Business
 - General Facility Use Policy 8.1 [New Policy, Pages 5-6; Current Policy, Pages 7-8]
6. Business from the members
7. Staff updates
 - Director - Eric Ikenouye
8. Next meeting date: Tuesday, May 28, 2023
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.

cityofalbany.net





MINUTES

March 26, 2024

5:15 p.m.

Hybrid

Approved: **DRAFT**

Call to Order

Chair Steve Borst called the meeting to order at 5:16 p.m.

Roll Call

Members present: Amanda Blaisdell, Steve Borst, Bob Brown, Jaci Equihua, Linda Hart, Karen Messer, Amy Roberts

Staff present: Elizabeth Sonstegaard, Supervising Librarian; Jason Darling, Librarian II; Elise Schuh, Administrative Services Coordinator

Borst read the Library's mission and Library board purpose statements.

Approval of February 27, 2024 Minutes:

5:18 p.m.

MOTION: Board Member Jaci Equihua moved to approve the minutes as written. Board Member Amy Roberts seconded it and it passed (7-0).

Staff update

5:19 p.m.

Supervising Librarian Elizabeth Sonstegaard and Librarian II Jason Darling updated the Board on the initial steps and research done for the upcoming Library of Things. It is still in the beginning stages of research and development.

In response to several questions from the Board, Sonstegaard shares that the idea of Library of Things has been around for at least a decade or more and other libraries have already established Libraries of Things. The items for the Library of Things will eventually be in the catalog, but it's currently still in early planning stages, and it's hoped that items will be available for circulation in early summer. Storage of some of the items will be in the space vacated by the Linn Genealogical Society, but they may be in other places as well.

In response to a question from Messer about liability, Darling states that policy will be similar to the one for books; the Library will do its best to fix things where feasible, but patrons will be required to pay to replace broken items.

Sonstegaard shared some of the most requested items on the survey: board games, which are already available for check-out at the Library, tools, and cultural passes.

In response to questions from Borst about funding and staff workload, Sonstegaard states that \$40-50K has been budgeted for the initial project from the Scharpf foundation and that the Library of Things will be integrated slowly using the experiences of other libraries to facilitate a smoother transition.

A discussion by the Board follows about the popularity of cultural passes in other areas and the possibility of having them as an option at this Library.

In response to a question from Blaisdell about the replacement of board game pieces, Sonstegaard shares that there are websites where individual pieces can be purchased but that there is also the possibility of 3D printing missing parts where feasible.

In response to questions from Borst, Sonstegaard shares an overview of Uncorked and Darling states that the Carnegie Library can be a little busier during Spring Break depending on weather conditions.

Adjournment

Hearing no further business, Borst adjourned the meeting at 5:47 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: April 23, 2024

SUBJECT: Director's Report

Board Members,

This month, we are bringing you the Meeting Room Policy for consideration. The meeting rooms are a high-demand resource for our community. They are some of the only spaces available in Albany free of charge, and post-covid, we have continued to see an increase in demand for them.

The updated policy clarifies the expectations for reserving and using the space. The goal of the update is to continue providing an accessible space in our community without stressing the limited resources that we have available.

I will have staff attend the meeting in May to inform you of the Summer Reading programs.

Thank you for your time and your service,

Eric

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In keeping with its overall mission, the Albany Public Library makes its Meeting Rooms available to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment events and to support the Library's role of promoting community and lifelong learning in a welcoming space.

LIABILITY AND REGULATIONS

Programs presented in this room by an individual or organization are not endorsed by the City of Albany, the Albany Public Library, the City Council, or the Library Advisory Board. The Albany Public Library does not assume any liability for the statements and promises offered by the individual or organization using this facility, nor do we guarantee the accuracy or reliability of the program content.

The Albany Public Library does not assume liability for the injury of a person or property as a result of the activities of people or groups using the room.

The Library assumes no responsibility for items lost, stolen, or damaged through the use of the Meeting Room.

The user shall be responsible for any damage to Library equipment or property. If additional Janitorial maintenance is required other than the regular cleaning process, the applicant will be charged accordingly.

The Library reserves the right to restrict facility use privileges for a failure to comply with the rules outlined here, the Library Code of Conduct, or because of false representation of the user and its planned activities.

AVAILABILITY

1. The Community Meeting Room will be prioritized for Library, Library Partners, and City Events, then on a first-come, first-serve basis. The Library reserves the right to cancel or reschedule confirmed meeting room reservations with two weeks' advance notice.
2. The facility is not available for commercial use.
3. Requests for use may be made no more than 30 days in advance unless arrangements have been made with the Library Director or designee.
4. Use of the meeting room is limited to twice per month for each group due to limited meeting room space.
5. The room is available during the Library's regularly scheduled hours of operation, and reservations may extend beyond closing time.
6. Applicants must be at least 18 years of age. Groups of minors must always be supervised by at least one (1) adult for every ten (10) minor children.
7. No fees are charged for the use of the Meeting Room.
8. Minimum facility use period is one (1) hour.
9. Users must give notice of cancelation 24 hours in advance.

RULES

1. The group is responsible for setting up, rearranging, and taking down tables and chairs. Library staff will not assist with meeting room set-up, operation, or clean-up.
2. Meeting Rooms must be left clean, in good repair, and in the same condition as found.
3. The Meeting Room divider is to be opened/closed by Library staff only.
4. The Library Staff cannot accept phone messages or deliveries for meeting room patrons. Invitations and advertisements for the event must have clear contact information; the Library cannot assist anyone calling for information.
5. Light refreshments may be served, but groups may not prepare food on library property. Food or drink that may stain or damage facilities or furniture should be avoided. Groups are responsible for clean-up.
6. Only rooms and equipment, as approved on the application, are to be used.
7. Smoking and alcohol are prohibited in all areas of the building and on Library property.
8. Gambling activities or events are prohibited.
9. Lighted candles or other open flames and heating elements are not permitted due to Fire Department regulations.
10. Decorating or changes to the facilities must be discussed at the time of application. The use of cellophane, adhesive or masking tapes, nails, staples, screws, etc., on tables, walls or ceilings, or other equipment or facilities is prohibited.
11. The outside doors are not permitted to be propped open. Please observe all signage about alarms on doors when exiting.
12. If the Library has closed, the group will be responsible for turning off the lights.
13. Nothing may be stored for a group before or after a meeting.

MAKING A RESERVATION

1. Request an application packet by visiting the Library, calling during open hours, or visiting the Library's website to determine if the Meeting Room is an appropriate space for your activity.
2. Include all set-up, decorating, and clean-up time when filling out the amount of time needed to rent the space.
3. All requests for use of equipment or the kitchenette must be made at the time of application.
4. At least one week in advance, submit a completed "Facility Use Application" in person, electronically, or by mail. A completed application must have the signature of the individual, 18 years or older, who will be responsible. You will be notified whether or not your application has been approved.
5. Upon confirmation, first-time facility or equipment users must schedule 15 minutes to meet, review the procedures and guidelines, and do a walkthrough.

General Information

1. Library facilities will be assigned on a first-come, first-served basis except for regularly scheduled meetings of boards and commissions, Library-sponsored events.
2. Reservations may be made no more than 30 days in advance unless arrangements have been made and approved by the Library Director, or designee.
3. The Meeting room is available to groups for educational, civic, and cultural functions that are **open to the public FREE of charge**. The Meeting room is not available for religious or commercial use, or for private use that limits participation by membership, invitation or partisanship.
4. Facilities are available for preparing refreshments but are to be arranged for at the time of application. The applicant is responsible for cleaning up after the function.
5. Library facilities must be left in their original conditions, and parking and noise problems must be controlled by the user. **Meeting room divider is to be opened/closed by Library staff only.**
6. Permission to use Library facilities does not in any way construe Library endorsement of a given user's policies or beliefs.
7. It is prohibited to use the name and the address of Library facilities as a mailing address for organizations meeting in the facilities except as approved by the Library Director, or designee.
8. Alcohol is prohibited in Library facilities, except for Library fundraising events such as Library Uncorked.
9. Smoking is prohibited in Library facilities.
10. Gambling in any form is prohibited in Library facilities.
11. Applicants must be at least 21 years of age.

Administrative Procedures

1. A coffee maker is available for use in the Meeting room kitchen; and coffee makers with exposed hot elements will not be permitted in the Meeting rooms (self-contained coffee urns will be permitted). Users need to bring their own coffee, 12-cup coffee filters, tea, creamer, sugar, cups, plates, napkins, and utensils if they wish to provide refreshments.
2. Although food and beverage is permitted, users must avoid food or drink that may stain or damage the facilities or furniture. In particular, users should not bring red or orange punch, grape punch or juice, or tomato juice.
3. Users are required to get equipment orientation checklist for Meeting room prior to meeting.
4. Telephone messages will be delivered in emergency situations only.
5. Outside doors are not to be propped open. Please observe all signage about the alarms on doors when

exiting.

Liability and Regulations

1. All persons using the facilities will hold the City of Albany Public Library harmless from any and all liability for injury to persons or property as a result of their activities.
2. Decorating or changes to the facilities must be discussed at the time of application. The use of cellophane, adhesive or masking tapes, nails, staples, screws, etc., on tables, walls or ceilings, or other equipment or facilities is prohibited except on designated bulletin boards.
3. The user shall be responsible for any damage to Library equipment or property. If additional janitorial maintenance is required other than the normal cleaning process, the applicant will be charged accordingly.
4. The Library's Meeting room will be left in an acceptable condition with chairs stacked and tables folded.
5. The Library reserves the right to cancel any use of its facilities upon two weeks' advance notice. Should a group decide not to meet, notice of cancellation should be made at least 24 hours in advance.
6. Cancellation of facility use privileges by the Library may result for reasons including but not limited to the following:
 - a. Failure of user to observe rules and regulations and posted Code of Conduct.
 - b. Failure of user to leave the facility and furniture in original condition, neat, clean, and undamaged.
 - c. Failure of user to give advance notice of cancellation.
 - d. Disorderly conduct or disturbances.
 - e. False representation of the user and its planned activities.