

OCPL Board of Trustees
Policy Committee Meeting
February 4, 2026
Minutes

IN ATTENDANCE:

Jill Hurst-Wahl, Chair
Mary Coughlin

Amanda Perrine, Executive Director

The meeting was called to order at 2:18 p.m.

Discussion of the frequency of policy review: the current policy states every 3 years. Regulations require that policies be reviewed at least every 5 years. The committee agreed to change the review cycle to every 5 years. Policies can be presented for more frequent review as needed.

Discussion of the Code of Ethics draft and feedback. Bullet 6 language was changed to read:
Option 1: "Trustees must maintain confidentiality regarding all matters included in Section 105 (Conduct of Executive Sessions) of the New York State Open Meetings Law."
Option 2: "Trustees must maintain confidentiality regarding all matters discussed during executive sessions held under Section 105 of the New York State Open Meetings Law."

Discussion of the OCPL System-Wide AI Use Policy. Two changes, in the first section (Scope), first sentence, removed the word "wonderful". In the last section removed FOIA and spelled out FOIL, Freedom of Information Law.

Continued discussion of security policy/guidelines and existing policies that address security. Security committee continuing to work on security protocols. Existing policies and protocols will be shared with C. Johnson.

Action items:

- Mary will update the draft Code of Ethics Policy. Second consideration at the March 18 Board meeting .
- Amanda will update the language in the Board Policy Development policy and provide changes to Sharon. First consideration at the March 18 Board meeting.
- Amanda will update the language in AI Policy and provide changes to Sharon. Second consideration at March 18 Board meeting.
- Amanda will follow up with Sharon regarding the comprehensive list of policies; the list will be shared with the committee prior to its next meeting.

The next Policy Committee meeting will be on April 6, 2026, 2:00 p.m. in the Board Meeting

Room at the Central Library. The tentative agenda includes:

1. *Review the revised policy spreadsheet which lists all current OCPL policies and those now mandated by the New York State Library as part of minimum standards.*
2. *Continue discussion and research regarding social media policies.*
3. *Draft a policy regarding OCPL's use of Onondaga County personnel policies for first consideration. This will create clarity for anyone who looks for OCPL to have its own personnel policies.*

The meeting ended at 3:04 p.m.