

**OCPL Board of Trustees
Policy Committee Meeting**

Jan. 5, 2026

Minutes

ATTENDING:

Mary Bilbo Coughlin, Chair
Ellen James Mbuqe

Jill Hurst-Wahl
Amanda Perrine, Executive Director

The meeting was called to order at 2:05 p.m.

The committee discussed its charge, its role, and the role of the Executive Director. Setting priorities on which policies to review needs to be done in conjunction with our Executive Director, since work on creating/updating policies requires her oversight as well as input from OCPL staff.

The committee discussed artificial intelligence (AI) and how it relates to other OCPL policies, e.g., Collection Management. Amanda noted that the County is working on its own AI policy. We do not know how that might impact OCPL.

In thinking about AI, the group noted that people come to the libraries to interact with other people (e.g., at library programs) and to use the collections. Library workers often seek the profession because of their love of what libraries do for/with their communities and may not be interested in the technology components of a library. It is important that staff understand how to use the current technology that OCPL employs (e.g., Microsoft Office Suite) and then how AI can impact that use.

Action items:

- Amanda will follow-up with Sharon about the consolidated list of policies. The list will be sent to the committee before its next meeting.
- Amanda will contact Erin Cassidy on the status of the System-Wide AI Use Policy.
- Mary will seek clarity on the committee's charge and composition from Sam Edelstein.

At the January OCPL Board Meeting, the Policy Committee will present for first consideration Onondaga County's [Local Law No. 5 – 2023](#) as the Code of Ethics policy for OCPL. [LOCAL LAW NO. 5 – 2023](#) is "A Local Law Of The County Of Onondaga Establishing A Code Of Ethics, Creating A Board Of Ethics, Requiring Financial Disclosure By Certain Officers, Employees And Appointed Officials And Amending Local Law No. 13 Of 1990."

The next Policy Committee meeting will be on Feb. 2, 2026, 2:00 p.m. in the Board Meeting Room at the Central Library. The tentative agenda includes:

1. Short presentation from Marie Saba from Tobacco-Free CNY to discuss strengthening tobacco-free policies across the Onondaga County libraries.
2. Review the revised spreadsheet which lists all current OCPL policies and those now mandated by the New York State Library as part of minimum standards.
3. Review suggested changes to the System-Wide AI Use Policy by the OCPL Board and OCPL AI Policy Workgroup with the goal of forwarding it to the OCPL Board for second consideration at its February meeting.
4. Modify the [Policy Development Policy](#) so it reflects that the Board now has a Policy Committee and note that policies must be reviewed at least every five years. This would then go to the OCPL Board for first consideration at its February meeting.
5. Write a policy regarding OCPL's use of Onondaga County personnel policies for first consideration at the OCPL Board's February meeting. This will create clarity for anyone who looks for OCPL to have its own personnel policies.

The meeting ended at 3:07 p.m.