

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

**IN ATTENDANCE:**

Jill Hurst-Wahl, Chair  
Ellen James Mbuqe

Mary Coughlin  
Amanda Perrine, Executive Director

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

Presentation by Marie Saba, Community Engagement Public Health Educator, and Camryn Chafee, Community Engagement Public Health Educator, from Tobacco-Free CNY. Amanda informed the presenters that city libraries have existing tobacco-free policies and signage based on past affiliation with Tobacco-Free CNY; however, it was noted that current policies and signage should be updated. The organization is seeking opportunities to be more directly involved with suburban libraries (they currently partner with the Baldwinsville Public Library). Amanda P. will facilitate connections regarding use of space and outreach to suburban libraries.

Discussion of the Code of Ethics draft and revisions made by the committee. This draft will replace the previously recommended Onondaga County Code of Ethics (modified). The committee agreed that the new draft better aligns with the Board's needs. The Policy Committee will present the new Code of Ethics Policy for first consideration at the February OCPL Board meeting.

Discussion of proposed changes to the OCPL System-Wide AI Use Policy. This item was tabled until the March meeting, as the committee is awaiting an updated draft from the OCPL AI Policy Workgroup that considered feedback submitted by Board members.

Amanda suggested adding two policy items for committee consideration: a Security Policy and a Social Media Policy. The committee discussed the impetus for the request, reviewed what currently exists within existing policies, and considered the distinction between policy and operational guidelines. The committee agreed to review current materials and research social media policies implemented at other libraries.

Action items:

- Mary will update the draft Code of Ethics Policy.
- Jill will send a communication to the full Board explaining why the committee pivoted to the new draft.
- 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.

- Amanda will contact the AI Committee to obtain the most up-to-date draft.
- Ellen will research social media policies and guidelines used by other libraries.

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

1. 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 March board meeting.
2. 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.
3. Continue discussion and research regarding security and social media policies.
4. Schedule when the committee will:

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.

Write 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 3:02 p.m.