

OCPL Board of Trustees
Policy Committee Meeting
August 3, 2026
Minutes

IN ATTENDANCE:

Jill Hurst-Wahl, Chair
Ellen James Mbque
Mary Coughlin

Financial Policy for OCPL funds from Onondaga County:

Proposed draft : *All employees of the Onondaga County Public Library System are required to comply with the Onondaga County Financial Policies, which are incorporated by reference and available through the Onondaga County Division of Management and Budget.* The committee agreed with the draft as written. Jill will submit the policy for first consideration.

FOCL Memorandum of Understanding (MOU)

An agreement/MOU needs to be established among FOCL, OCPL and Trustees. The committee will research, adapt and recommend a draft for consideration, e.g., United for Libraries. This will be reviewed at the next meeting.

Board Member Attendance

The bylaws cover attendance requirements. The assistant to the Director maintains a checklist to track attendance and required training. The minutes should distinguish if an absence is excused or unexcused.

Policies Requiring Collaboration with OCPL Leadership

The following policies are in progress with the appropriate individuals:

- Privacy & Confidentiality Policy – ILS Committee Chair
- Crisis Communications Policy – Communications Team
- Patron Complaint Policy – Determine whether this should be a procedure or policy.
- Reconsideration of Library Materials Policy – Leadership Team
- Inclement Weather Policy – Determine whether the policy should align with the County's policy. Amanda will follow up.

Policies Requiring Collaboration with the Finance Committee

The following policies will be drafted in collaboration with the Finance Committee to provide expertise and guidance:

- Gift/donation policy
- Restricted gifts
- In-kind gifts
- Board approval thresholds

- Branch donations

Social Media Policy

Jill presented changes that were made to the draft document. Committee discussion. Jill will adjust based on discussion and submit for first consideration.

Trustee Required Training Policy

The draft was discussed. Jill will adjust based on discussion and submit for first consideration.

Construction Grants

Amanda S. joined the meeting and reviewed with the committee the Justification Guidelines for NYS Construction Aid and OCPL Construction Review Process Workflow documents. Amanda S. will share the Guidelines in conjunction with approvals at the September Board meeting.

Meeting adjourned at 3:22pm

Next meeting: Monday, October 5, 2026 at 2:00 pm

Respectfully submitted,
Mary Coughlin