

M E M O

Date: February 27, 2012

To: Chairman Steve Albers and members of the Board of Trustees

From: Georgia Lomax, Deputy Director

Subject: Proposed Board Policy: Alcohol Consumption on Library Premises Policy

A recent request prompted review of policies and procedures related to alcohol consumption at events on Library property. Storm Reyes researched past discussion, action and decisions on the subject and we determined that the Board of Trustees had established the Library's practice in February 2001, but that the decisions had not been captured in a written policy statement, as discussion had focused on the meeting room policy.

Minutes from the February 14, 2001, Board meeting summarize the discussion:

VII.A Liquor at Library Functions – The Board considered a revision to the library's meeting room use procedures. Currently, possession or use of alcohol is prohibited. The revision would allow for the library Foundation to serve alcohol at specific events. It would also allow for the consumption of alcohol during the library's Staff Holiday party. All events involving alcohol would have to be pre-approved and a banquet permit obtained. The Board discussed possible liability issues and reluctance to place the library in a position of determining whether an individual is alcohol impaired. They also noted that responsible and moderate use of alcohol would be acceptable for Foundation events and a staff party. The policy would be an administration policy and administered by the library director.

Attached is a draft of a proposed policy that we would like you to consider for approval during the Board meeting.

Board Policy

Alcohol Consumption on Library Premises

Policy Statement:

Alcoholic beverages may not be served or consumed on library premises except for specific , bona-fide Pierce County Library Foundation events pre-approved by the Library’s Executive Director.

Purpose:

The purpose of this policy is to provide a safe environment and protect the Library from liability issues.

Definition:

Library premises: All grounds, buildings and property owned or operated by the Pierce County Library System, including Library-owned vehicles

Policy:

Alcoholic beverages may not be served or consumed on library premises, except for specific, bona-fide events hosted by the Pierce County Library Foundation. Permission to serve alcoholic beverages must be pre-approved by the Library’s Executive Director and be for a designated area, and all laws and regulations required by the State of Washington must be met, and required local permits obtained.

This policy applies to all persons, including employees, customers, and visitors to property owned or operated by the Piece County Library System.

Adopted by PCLS Board of Trustees: XXXXXXXX

