

Date: January 2, 2012

To: Chair Stephen Albers and Members of the Board of Trustees

From: Sally Porter Smith

Subject: Smoke and Tobacco Free Campus Policy

Attached for your review and consideration is the draft Smoke and Tobacco Free Campus Policy. The purpose of the policy is to provide comfortable, accessible facilities and a welcoming environment at Pierce County Library System facilities. Currently staff members monitor Library grounds and facilities to ensure smoking does not occur within the 25 foot rule established by RCW 70.160.020. Unfortunately, in some locations and with smoking customers in compliance with the law, other customers must walk through or past smokers to gain entrance to the library. In some locations, it is routine for staff to monitor and ask smokers to move away from entrances. Both branch and administrative staff have received many customers' complaints regarding these conditions. The Library has also received two notices from Tacoma-Pierce County Public Health Department stating the Library may not be in compliance with RCW 70.160.020.

The proposed policy is based on the work of a staff committee comprised of both branch and administrative staff, lead by Lisa McNamara. The committee researched tobacco and smoke free campus policies and surveyed staff regarding adopting a smoke and tobacco free campus policy. They also confirmed that current health plans include smoking cessation treatment options for interested staff members and have received information from Tacoma-Pierce County Health Department that may be displayed in the lobby for customers. Staff recognizes that smoking is a chronic customer service issue. A smoke and tobacco free campus policy will eliminate any ambiguity regarding whether a customer is in compliance with law. Based on other organizations' experiences in adopting a smoke and tobacco free campus policy, research suggests implementation is most difficult in the first six months. Staff will receive training on how to introduce the policy to customers as well as when to back off from a situation, and when appropriate, call for police assistance.

The proposed timeline for implementation:

January:

- Announce policy and timeline to staff with information on health care benefits
- Work with Marketing and Communication on communication strategies and communication documents
- Order signs and establish a schedule for posting signs

February:

- Train staff
- Inform local law enforcement of policy and timeline for implementing policy

March:

- Inform public of the Library's intention to become a Smoke and Tobacco Free Campus effective April 2, 2012
- Complete staff training

April:

- Post signs for implementation beginning April 2, 2012
- Monitor compliance and support staff in implementing the policy

Policy Name: Smoke and Tobacco Free Campus

Policy:

All Pierce County Library System buildings, grounds, and vehicles are smoke and tobacco free. Smoking, use of tobacco products, or use of any device that emits fumes or vapor is not permitted in any facility, vehicle, or on property owned by the Pierce County Library System.

Purpose:

The purpose of this policy is to provide comfortable, accessible facilities and a welcoming environment at Pierce County Library System facilities.

Procedures:

This policy covers tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products.

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

Smoking is permitted in personal vehicles as long as the vehicle is parked 25 feet from any facility entrance and/or 25 feet from any ventilation intake.