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Library Board Report

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 18, 2019

RE: **Drug and alcohol policy**

Background:

In June 2019 the Chief Administrative Officer of the Town of Newmarket approved a revised Drug and Alcohol Policy covering Town employees, included in this package. The revisions were put in place to align the Policy with new legislative frameworks surrounding cannabis, smoking, and vaping. I recommend that the Library Board adopt the Policy as written to apply to Library employees.

There is some minor concern about provisions 2 and 4, prohibiting the consumption and purchase of alcohol or legal recreational drugs while wearing Newmarket branded clothing. While Library employees do not wear uniforms, they are provided with NPL-branded fleece jackets and have not previously been expected to refrain from wearing them while going about non-work activities.

As well, it should be pointed out that although the “Scents and Sensitivity workplace protocol” referred to in the Policy (provision 6) has not been adopted by the Library, the Library’s employee handbook does advise employees “to be cognizant of others and to voluntarily refrain from using strongly scented perfumes or products”. Therefore the provisions meant to avoid employees smelling of drugs or alcohol would still be in effect.

Conclusion:

The following motions are recommended:

THAT the Library Board receive the report on Drug and Alcohol Policy;

AND THAT the Library Board approve the Drug and Alcohol Policy as presented to be applicable to Library employees.