

**YAKIMA VALLEY LIBRARIES**

In the Matter of:  
*Yakima Valley Libraries'*  
*Coffee, Light Refreshments, and Business Meals Policy*

**RESOLUTION**

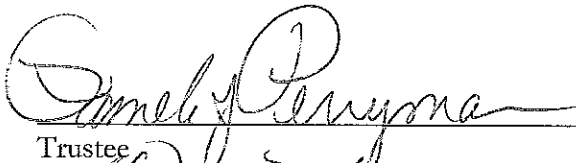
**# 16-002**

WHEREAS, the Trustees of Yakima Valley Libraries review and updates its policies;

WHEREAS, there is a need to update the Coffee, Light Refreshments, and Business Meals Policy to include reference to RCW 43.03.050 Subsistence, lodging and refreshment and per diem and the Office of Financial Management's State Administrative and Accounting Manual, Chapter 70.10 Coffee and Light Refreshments and include meals for staff training at events such as Staff Enrichment Day;

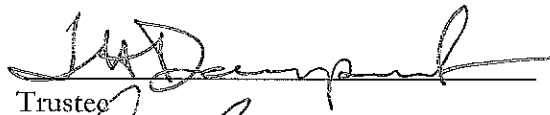
BE IT THEREFORE RESOLVED, that the attached Yakima Valley Libraries' Recognition Policy be approved as revised by the Board of Trustees.

ADOPTED BY THE BOARD OF TRUSTEES this 22nd day of February, 2016.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee

# Coffee, Light Refreshments, and Business Meals Policy

## PURPOSE

This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions as determined by the Library Director or his or her designee.

## STATUTORY REFERENCE

RCW 43.03.050(4) Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees and The Office of Financial Management's State Administrative and Accounting Manual, Chapter 70.10 Coffee and Light Refreshments.

## DEFINITIONS

*Coffee and Light Refreshments:* For Yakima Valley Libraries' purposes, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, bottled water, juice or milk. Examples of light refreshments are edible items that may be serviced between meals, such as doughnuts, sweet rolls, baked goods, and pieces of fruit or cheese.

*Business Meal:* A meal that is an essential component of YVL business and may include a meeting, a workshop, or designated staff training including Staff Enrichment Day.

*Official Yakima Valley Libraries Business:* Activities performed by an official or YVL employee, authorized volunteer, or contractor, work experience program participant, student, or employee or another governmental jurisdiction as directed by his or her supervisor in order to accomplish YVL business or as required by the duties of his or her position of office.

*Formal Training, Workshop, or Meeting:* The activity is a special situation outside of the normal daily business of YVL employees and includes Yakima Valley Libraries' Staff Enrichment Day.

*Hosting Activities:* Activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom YVL is not legally authorized to reimburse.

## POLICIES

Yakima Valley Libraries believes that coffee, light refreshments, and business meals are an integral part of some meetings. The Library Director may authorize the serving of coffee, light refreshments, or attendance of a business meal at certain meetings. The following are examples of when coffee, light refreshments, or business meals may be provided using YVL funds, though there is no requirement to do so:

1. The meeting's purpose is to conduct official YVL business, to provide formal training to YVL employees or officials, new employee orientation, or recognize employee accomplishments.
2. The meeting involves YVL employees and others that Yakima Valley Libraries is legally authorized to reimburse.

3. The coffee and/or light refreshments are an integral part of the meeting;

### **PRE-APPROVED EVENTS**

Yakima Valley Libraries has pre-approved coffee, light refreshments, and business meals for certain meetings and training classes.

4. General staff meeting including Staff Enrichment Day.
5. Ad hoc groups formed with non-employee members.
6. Special YVL project meetings.
7. Regular and special meetings of the Board of Trustees.
8. Lengthy staff trainings or group work sessions.
9. Public events and receptions.

### **NON-APPROVED EVENTS**

Yakima Valley Libraries may not purchase coffee and light refreshments for the following situations:

1. Any hosting activities where the activity is social rather than library-related. Examples include, but are not limited to staff parties, birthday parties, prize drawings, or any event deemed to be social in nature.
2. Meals provided to family members of staff or other individuals attending a business event, but not otherwise eligible for reimbursement under policy or contract.

### **PROCEDURES**

1. The Yakima Valley Libraries employee responsible for the meeting receives written and signed approval from the Library Director for the serving of coffee and/or light refreshments *prior* to the event.
  - Yakima Valley Libraries staff obtains or receives a receipt for the actual costs of the coffee and or light refreshments, or business meal and includes:
  - The names of Yakima Valley Libraries employees or persons attending the meeting;
  - The purpose of the meeting or expenditure.
2. Reimbursement for business meals may follow the US General Services Administration (GSA) for guidelines; exceptions will be determined by the Library Director.
3. No alcohol will be reimbursed for business meals.

Adopted: October 24, 2000  
Reformatted: November 1, 2011  
Revised: February 22, 2016