



Timberland Regional **LIBRARY**

Administrative Service Center
415 Tumwater Boulevard SW
Tumwater, WA 98501-5799
360.943.5001
TRL.org

November 16, 2020

BOCC, Grays Harbor County
100 West Broadway, Suite #1
Montesano, WA 98563

BOCC, Lewis County
351 NW North Street
Chehalis, WA 98532

BOCC, Mason County
411 North 5th Street
Shelton, WA 98584

BOCC, Thurston County
2000 Lake Ridge Drive SW, #269
Olympia, WA 98502

BOCC, Pacific County
1216 W Robert Bush Drive
PO Box 187
South Bend, WA 98586

via Email

Subject: Response to Former Trustee Brenda Hirschi's November 10, 2020 Letter

Dear Commissioners:

This letter is intended to provide additional information and context in response to a letter you received from Former Trustee to the Timberland Regional Library (TRL), Brenda Hirschi. Ms. Hirschi's letter refers to wage increases given to some TRL administrative staff in 2020. All of the increases referenced by Ms. Hirschi were the result of a Classification and Compensation Study approved by the TRL Board of Trustees in 2018 and included in the 2020 budget. Further background and context are set forth below.

In March 2018, the TRL Board of Trustees approved a motion to hire an independent consultant, Segal Waters, to conduct an entire organizational Classification and Compensation Study. The study was conducted during 2019, with regular updates to the TRL Board of Trustees in the second half of the year. The TRL Board of Trustees ultimately approved implementing the study, including budget parameters. Specific pay grades for TRL positions were reviewed at the TRL Board of Trustees regular meeting on September 25, 2019 and implemented on January 1, 2020.

During this time, 17 vacant positions were filled by internal applicants. These TRL employees moved into new positions through promotion or reclassification, resulting in additional duties. Of these 17 staff, 12 were union-represented and 5 were unrepresented. These vacant positions were assigned salary ranges based on market data and recommendations by Segal

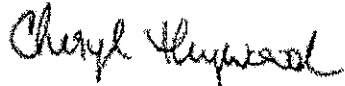
Waters, which methodology had been approved by the Board of Trustees on September 25, 2019. Promoted and reclassified staff were placed in their new salary range at the step consistent with their collective bargaining agreement (for union staff) or SHRM recommended methodology (for unrepresented staff).

In her letter, Ms. Hirschi seems to be specifically targeting the five unrepresented positions. Her letter omits the fact that these positions were new. It also omits the fact TRL's administrative leadership was reorganized from 9 unrepresented positions to 5 unrepresented positions, resulting in a savings of more than \$500,000 per year to TRL.

Ms. Hirschi's letter mentions eliminating staff in the branches to be replaced with "staff-free branches". This is not factual. At the Board of Trustees request, TRL has reduced some FTE at both the Service Center and in branches, this has been primarily accomplished through attrition. No branch staff have been laid-off. Although TRL has a vision to expand access to our buildings by offering additional "open access hours" and outreach services, this is intended as an enhancement to our traditional services, not a replacement. I would like to reiterate that TRL does not plan to replace staff with "staff-free buildings". Our staff are the heart and pride of our organization.

Thank you for taking the time to consider this response. Should you have further questions, please feel free to contact me. There is additional information on our [website](#).

Respectfully,



Cheryl Heywood
Executive Director

c: Timberland Regional Library Board of Trustees
Timberland Regional Library Employees