Dorr Township Library

1804 Sunset Drive

Dorr, MI 49323

June 24, 2020

Elyshia Hoekstra

Dorr Library Director

Dear Ms. Hoekstra,

On the 24th of June, 2020, you were given a formal notice regarding poor performance of your duties as specifically described in your official job description and noted on your annual evaluation dated June 24, 2020.

This misconduct is grounds for termination of your employment with Dorr Township Library. However, we would like to give you one last opportunity to prove your value to our library and are placing you on probation for ninety (90) calendar days effective immediately. In the event that there is a continuation of your poor performance, we shall terminate your employment without further notice.

This probationary period is designed to provide you an opportunity to prove to us that our confidence in you is well justified. We hope you use this opportunity to your advantage.

Please see the attached documents that clarify the conditions of your probation and to assist you going forward with anything you may need to improve your work performance. If you need clarification regarding any of the terms of your probation contact me or Sara Rydman, Vice President of the Dorr Township Library Board.

Best wishes,

Rachel Vote

President of the Board

Dorr Township Library

Notice and Terms of Probation

Employee Name: Elyshia Hoekstra

Employee Position: Director of the Dorr Township Library

**Action Plan**

During the next 90 calendar days the above mentioned employee must successfully complete the following:

1. Update and maintain Quickbooks to accurately reflect the library’s current finances, accounts, vendors, payroll, etc.
2. Provide requested documents, access to Quickbooks, and other financial information to the Treasurer of the Board within 48 hours of the request being sent. If a request is made after 8 PM, the 48 hour window will begin at 8 AM the following day.
3. Present accurate information to the board at all meetings. This includes, but is not limited to, correct ledgers and balance sheets, budget spreadsheets (with detailed line items and breakdown for directors insurance along with other requested line items), treasurers notebook (including: a coded credit card statement, QuickBooks reconciliation report, all bank statements, receipts/invoices for all purchases or money spent, and director's check stubs), statistics and other information based on the agenda.
4. Create and implement a written detailed plan for cross training the staff. It needs to include what training is needed for which employees, what the training will consist of, and when the training will be completed. The above mentioned employee will lead the training sessions.
5. Maintain professionalism and professional conduct with library employees regarding decisions made by the board.

**Immediate Changes**

1. The above mentioned employee will change work hours from Fridays to Saturdays and work onsite at the Dorr Township Library, effective the week of July 6, 2020. If the board votes to reopen the library on Fridays, the employee can request to have work hours changed.
2. The 25 hours per week the employee works for Dorr Township Library will be completed onsite at Dorr Township library.
3. Notify the Vice President of the Board if the employee is using PTO and/or will not be working onsite for any reason.
4. Minutes and other information regarding past board meetings will be posted to the website within 5 days of receiving them from the Secretary of the Board. If a posted open meeting is not held for whatever reason, a placeholder or note will be posted on the website to indicate there was not a meeting within two days of the scheduled meeting date.

**Supports**

The above mentioned employee will meet with the President of the Board, Rachel Vote, and the Vice President of the Board, Sara Rydman, and/or the Treasurer of the Board, Tara McMillin, every 3 weeks to discuss the employee’s progress. The first meeting will take place the week of June 29, 2020. The Board President will contact the employee with dates and times to choose from.

The employee can request more frequent meetings and/or contact the above board members with questions.

Employee Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board President Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_