

**Att. Mrs. Monique Alberts**

The Managing Director of the PJJ  
c/o PJJ Library  
Philipsburg  
Sint Maarten

**Ref. Suspension letter**

Philipsburg, 31<sup>st</sup> January 2017

Dear Mrs. Alberts,

We the Board of the "Stichting Philipsburg Jubileum Bibliotheek", hereby ask your attention for the following.

In your capacity as daily manager/director of the Library you have displayed, on a continuous basis, disrespect and disregard for the Board publicly and internally. You have repeatedly challenged and brought embarrassment to the Foundation by breaching the lines of command by requesting meetings with the Minister of OCJSP, to whom the Board is responsible, without notifying us the Board of your intentions and purpose on two separate occasions.

Please note that such is in violation of article 7 of the Articles of Incorporation of the PJJ Foundation, wherein it is stated that the Library is represented by the President, Secretary and Treasurer jointly.

Furthermore, you have continuously disregarded and challenged requests and instructions from the Board relating to the daily management of the Library, such as, but not limited to, the Financials and Travelling as well as Human Resource management.

Please note that based on article 5.3 of the Articles of Incorporation of the PJJ Foundation "The Board appoints one or more Librarians, who will take care of the daily management of the Library with instructions from the Board. In practice the



librarian is presently the function of director / manager of the Library. You have on multiple occasions rejected and refuted the active participation of the Board in the ratification of your decisions as specified in **Art. 5.3. aforementioned “ with instructions of the Board”**.

The library is – legally – represented by the (Executive) Board. The Board has appointed a manager (*directeur*) to run the library on a daily basis. The Manager functions as per the instructions of the Board, is accountable to the Board and must report to the Board. In the articles of incorporation as well as in the job description it is stated that “ *De Directeur legt verantwoording af aan de leden van het bestuur*”. The director has to report to the Board and is accountable to the Board. This is confirmed in the Articles of Incorporation as well as in your job description.

You have not complied with the responsibilities as specified in the Articles of Incorporation as mentioned above and in the Job Description presented and drawn up for and on behalf of the Board in your appointed position with direct reference to the following;

- You have failed to insure that the Financials were finalized and submitted in a timely matter to aid the board in its decision making process and / or substantiate the recommendation and proposals presented to the board;
- You have failed to (timely) explain any unclear issues and question marks regarding the Financial situation of the Library;
- Your blatant refusal to allow the board insight in the punch clock data to assess the staff dedication and compliance with their working agreements ever since its implementation;
- Your cancellation of the Payroll subscription agreement which could have constitute a loss on investments on two levels, namely, the value of the program purchased, the cost/investment by means staff improvement expenses as a contribution to their personal improvement and growth to better enhance the operations of the Library. A direct sign of no confidence in your staff and or promotion of the growth within and disregard of the Board;

Three handwritten signatures in dark ink, located at the bottom right of the page. The first signature is a stylized 'M' or 'N'. The second is a more complex, cursive signature. The third is a simple, bold signature.

- You have disregarded advices given to improve infrastructure that could secure the wellbeing of the staff and public in general. i.e. roof loose panels that poses danger to staff on the floor;
- Your changing the regulations in contradiction with the instructions & decision of the Board, that were agreed upon on the registration of the staff in a pension fund as was stipulated by Government since 1998.
- Your poor evaluation of the financial consequences or return on investments of various proposals presented to the board for approval i.e. the costs of outsourcing the payroll verses the annual subscription fees.
- You have not followed up with the necessary evaluation of the perceived “good proposal” received for the sale of the Library Bus not considering the Book Value of same;
- You have transferred the PJJ-Bus to the Cay Hill (Asha Stevens Campus Hillside Christian School) for which to date no contract and or agreement was forwarded to the Board for ratification and approval;
- You have ignored the instruction of the Board regarding your travelling on behalf of the Library and continue to ignore this Instruction;
- You have ignored a/o defied the decision from the Board to no longer use an ATM card, but to change toward a cheque system with two signatures;
- You continue to – unjustly and without any legal basis – accuse the Board of micro management, while the Board is doing her job in accordance with the Articles of Incorporation and is requesting periodical reporting from the daily manager regarding the running of the Library.

You have already been presented with a warning letters regarding the above situation, namely on March 11<sup>th</sup>, 2016 and failed to comply with the requests therein.

Furthermore, a special board meeting has been held on September 13<sup>th</sup>, 2016 to discuss the abovementioned problems and your grievances, which all has been confirmed in meetings.

In addition thereto there is numerous email correspondence showing that you dispute and or do not comply with requests from the Board.

On January 26<sup>th</sup> 2017 a boardmeeting was held at the PJJ boardroom, to discuss ongoing matters and to also discuss the abovementioned points and your grievances, in order to come to a solution.

Again you displayed disrespectful and deviant behavior and – instead of working towards a satisfactory solution to all parties concerned, following the disrespectful meeting with the Minister - you proceeded to inform the Board that you have filed a complaint at the Ombudsman against the Board. In addition to that you decided to walk out of the meeting prematurely and in the middle of the discussion, another display of disrespect towards the Board.

Seeing the abovementioned situation and incidents, the Board has no other choice but to suspend you from active duty (op non-actief stelling) as the directeur of PJJ as per immediate, with pay, and until further notice, while the Board will decide on further measures.

Trusting to have informed you sufficiently,

Sincerely,

The Board of PJJ,



President

C. Holiday



Secretary

M. Hofman-Ruigrok



Treasurer

S. Khatnani