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One Larkin Center
Yonkers, New York 10701
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BOARD OF EDUCATION OF THE CITY OF YONKERS, NEW YORK
APPLICATION FOR THE POSITION OF
TRUSTEE OF THE YONKERS PUBLIC LIBRARY

NAME: _____

ADDRESS: _____

TELEPHONE NUMBERS: _____
Home Business
_____ Cell

EMAIL: _____

ARE YOU A CITIZEN OF THE U.S.? Yes _____ No _____

HOW LONG HAVE YOU RESIDED IN YONKERS? _____

ARE YOU A REGISTERED VOTER? Yes _____ No _____

PROFESSIONAL AFFILIATIONS:

COMMUNITY ORGANIZATION INVOLVEMENT:

EDUCATIONAL BACKGROUND:

Please return this completed application and a copy of your resume to:

Janet Cabassa, Secretary Yonkers Board of Education
One Larkin Center
Yonkers, New York 10701

For further information call 914-376-8095.

Please see listing of duties and responsibilities on reverse side.

TRUSTEE OF THE YONKERS PUBLIC LIBRARY

DUTIES AND RESPONSIBILITIES:

Personnel:

- Hire a well-qualified library director to insure that the library is managed in a manner consistent with policies established by the Library Board.
- Develop personnel policies governing terms of employment, salary schedules and employee benefits in conformance with provisions of the Taylor Law.

Library Financing:

- Review and assist in the preparation of a library budget and use all resources to secure its funding.
- Once funds have been secured, trustees should carefully monitor the expenditure of those funds.

Policies:

- Determine and adopt written policies to govern the operation and program of the library.
- Establish library policies dealing with book and material selection.
- Know the program and needs of the library in relation to the community. Keep abreast of standards and library trends.
- Know local, state and federal laws. Actively support library legislation.

Public Relations:

- Provide liaison between general public and the library.
- Establish, support and participate in a planned public relations program.
- Provide opportunities to make the community aware of services provided by the library and the need for public support.
- Keep library director and staff aware of community needs and attitudes