



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: March 16, 2017

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For Possible Action: To appoint one member to the Library Board of Trustees to fill an unexpired term ending June 2017.

Staff Summary: NRS 379.020 provides for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There is one vacancy due to a member resignation. A new application was submitted by Amanda Long.

Agenda Action: Formal Action/Motion

Time Requested: 15 mins

Proposed Motion

I move to appoint _____ to fill an unexpired term that ending June 2017.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

NRS 379.020

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Reopen the announcement for additional applicants.

Board Action Taken:

Motion: _____

1) _____

2) _____


Aye/Nay

(Vote Recorded By)




LIBRARY BOARD OF TRUSTEES


BOARD DETAILS




OVERVIEW



SIZE 5 Seats



TERM LENGTH 4 Years



TERM LIMIT 8 Years

To govern all library policy and to hold property and effects of the library in trust for the public. To represent the library both to the people and to the governing officials and to provide the people and the governing officials a well-run library.



DETAILS

MEETINGS

- 5:30 p.m.
- The fourth Thursday of each month (Changes authorized by Board Chair)

POWERS & DUTIES

- Typical duties are listed below:
- Establish, supervise and maintain the library
 - Appoint, evaluate and, if necessary, dismiss the library director
 - Submit annual budget to the Board of Supervisors

ADDITIONAL INFORMATION

[NRS 379.020..pdf](#)

ADDITIONAL INFORMATION

N/A



Carson City, NV

LIBRARY BOARD OF TRUSTEES

BOARD ROSTER



JEREMEY HAYS

2nd Term Jun 16, 2016 - Jul 01, 2020

Office Chair

Appointed by Board of Supervisors



JOHN LIVERATTI

1st Term Apr 16, 2015 - Jun 30, 2018

Appointed by Board of Supervisors



PHYLLIS PATTON

1st Term Jul 03, 2013 - Jun 30, 2017

Appointed by Board of Supervisors



DIANNE SOLINGER

2nd Term Aug 20, 2015 - Jun 30, 2019

Office Vice Chair

Appointed by Board of Supervisors



VACANCY

Profile

Amanda

First Name

M

Middle Initial

Long

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

carson city

City

NV

State

89706

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

Question applies to multiple boards.

Term expiration:

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Associates in Applied Science - Paralegal Degree from WNC.

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am a long time Carson City resident. My children and I use the library and their services often. I would like to become more involved in the community. I have a background in marketing and social media.

List the community organizations in which you have participated and describe participation:

I have assisted with the Farmer's Market. I was the president on the Carson City Harvest Hub non-profit. I applied for grants and worked with other community members on this project. I have been an involved parent on the Fritsch PTA, I manage their social media and was on the Board last year (2015-2016 SY) and work closely with the Board this year as well.

List your affiliation with professional or technical societies: *if required for the position.

[Resume01.12.17.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Michael Dyer, 775-741-3861

Name, Telephone Number:

Kimberly Urso, 775-721-1919

Name, Telephone Number:

Linda Marrone 775-882-6741 or 775-720-7789

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Amanda Long
3 Penn Circle
Carson City, Nevada 89706
(775) 720-2549

Experience:

Dyer, Lawrence, Penrose, Flaherty & Donaldson Carson City, NV
09/2006 - current Paralegal (Family Law, Corporate, Employment, Estate Planning & Probate) & Marketing Manager

Manage entire office Arbitration scheduling, document management, scheduling of meetings and hearings, manage calendaring of court cases. Assist attorneys with court and administrative cases, including document and pleading preparation. Assist with hearing preparations. Research Nevada law (NRS, NAC, cases etc.) and draft legal memorandums. Client relations. Conduct new client intakes and client review meetings. As a paralegal I am the main contact for clients in cases to which I am assigned. As well as corresponding with opposing counsel and parties to cases. Assist attorneys with document drafting and proper formatting for filing in different courts/venues. Responsible for assisting Partners with case practice development of Family Law practice, including overseeing development of efficient processes and policies and review of case law practices. Responsible for preparation and organization of discovery documents for production and trial. Responsible for overseeing restructure of an existing practice to establish more productive procedures and implementation of new technology and IT programs for practice efficiency. Draft corporate documents for corporate clients. Assist attorney with creation of new for profit and non-profit corporations. Assist corporate clients with document preparation in preparation for annual meetings of the Boards and Shareholders. Marketing manager

Harley-Davidson Financial Services, Inc. Carson City, NV
11/03 – 8/2006 Paralegal

Manage vendor contract procedure pursuant to company policy from start to finish. Draft new contract language and participate in contract negotiation with assistance from associate counsel. Train paralegals on confidentiality agreements and contract tracking processes. Implemented an account management policy and procedure for Servicemembers' Civil Relief Act and created a step-by-step process for account handling by the non-legal departments. Conduct legal research and prepare legal memorandums in relation to subpoenas, insurance matters, financial and banking specific laws and policies, and Servicemembers' Civil Relief Act. Conduct legal research and provided a determination of the status of legal entities and licenses. Conduct legal review of all marketing materials. Review corporate documentation regarding personal guaranty loans, trained paralegals in this area. Participated in a company-wide project to improve company operations including contract negotiations. Managed motorcycle insurance issues and assisted in creating policies and procedures. Assisted associate counsel to fulfill a California State insurance audit requests.

Dyer, Lawrence, Penrose, Flaherty & Donaldson Carson City, NV
01/00-05/01 Legal Secretary
05/01-10/03 Paralegal

Case Management: track documents, meetings, arbitrations, and hearings on cases. Analyze and organize client files. Calendar deadlines, meetings and hearings. Main contact for the client with regard to case updates. Research NRS, NAC, cases, city ordinances, California codes, and research on the internet. Estate Planning and Probate, drafted and finalized all documents, and motions, and calendared meetings. Compiled and filed documents to be filed with the court.

Drafted Business Filings: Articles of Incorporation, annual lists, bylaws, business licenses etc. Began as legal secretary to second partner of the firm and associate counsel, then became legal secretary to the head partner of the firm. Promoted to Paralegal.

Harley-Davidson Financial Services/VISA Carson City, NV
4/97-12/99 **Bankruptcy Specialist, Collection Agent**
Customer Service Representative

Promoted two times within 2 ½ years. Managed all bankruptcy accounts for credit card services. Created and implemented a process to track bankruptcies. Prepared legal forms to be filed with bankruptcy courts throughout country. Corresponded and worked with trustees to follow up on status of cases.

Education: University of Nevada Reno Reno, NV
Majored in Social Sciences

Western Nevada Community College Carson City, NV
Associate of Applied Science - Legal Assistant (Graduated: May 2001)
Relevant Coursework: Case Briefing; Demand letters; Legal memorandums;
Prepare Motions; Legal Research; and, Legal Writing I & II.

Computer Skills:

TimeMatters	Adobe Acrobat Pro
Word Perfect	Lexis-Nexis
Microsoft Word	Photoshop
MS Office (Word, Power Point, Outlook, Excel)	Internet
Adobe Lightroom	Windows 97 - Windows 8
WealthDocx (Estate Planning Software)	Google Drive/Docs/Sheets
DropBox	MailChimp/Get Response
LeadPages	Canva
Wordpress	Facebook
Twitter	Periscope
Pinterest	Instagram

NRS 379.020 Trustees of county library: Appointment; terms; vacancies; compensation; expenses; removal.

1. The board of county commissioners shall appoint five competent persons who are residents of the county to serve as county library trustees. Three trustees shall hold office for the terms of 1, 2 and 3 years respectively, and two trustees shall hold office for terms of 4 years. Annually thereafter, the board of county commissioners shall appoint one trustee who shall hold office for a term of 4 years, except that in those years in which the terms of two trustees expire, the board of county commissioners shall appoint two trustees for terms of 4 years. County library trustees shall hold office until their successors are appointed and qualified.

2. No trustee may be appointed to hold office for more than two consecutive 4-year terms.

3. All vacancies which may occur at any time in the office of county library trustee must be filled by appointment by the board of county commissioners.

4. County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than \$40 per meeting, with a total of not more than \$80 per month, and may provide travel expenses and subsistence allowance for the members in the same amounts as are allowed for employees of the county library.

5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

[2:187:1925; A 1956, 214] — (NRS A 1959, 329; [1967, 1060](#); [1971, 133](#); [1981, 997](#); [1989, 612](#))

Pam Graber

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Carson City, Nevada 89703
775-883-2345 775-220-4151
pamgraber1950@gmail.com

January 11, 2017

RECEIVED

JAN 18 2017

CARSON CITY
EXECUTIVE OFFICES

Jeremy Hays, Chair
Carson City Library Board of Trustees
900 North Roop Street
Carson City, NV 89701
jeremy.hays@gmail.com

Dear Jeremy:

I am resigning from the Carson City Library Board of Trustees effective January 15, 2017 to prepare for my retirement, upcoming grandmother status, and move to Sonoma County, CA in late March. Being a trustee on this board has been very rewarding and it is with regret that I must give up my duties.

Thank you for the opportunity to serve on behalf of this amazing library. I know its future is bright. Best wishes for continued success.

Sincerely,

Pam Graber, Trustee
Library Board of Trustees

C: Sena Loyd, Executive Director