



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 6, 2017

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For Possible Action: To appoint two members to the Library Board of Trustees each to fill a term ending June 2021.

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 are two vacancies due to members terms expiring. Reappointment requests were submitted by Amanda Long and Phyllis Patton. A new application was submitted by Betsy Strasburg. Amanda Long is currently filling an unexpired term due to a resignation. Should Amanda Long be reappointed, she would fill a full term.

Agenda Action: Formal Action/Motion

Time Requested: 30 mins

Proposed Motion

I move to reappoint Amanda Long per the City Managers recommendation and appoint _____ each to fill a term ending June 2021.

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



AMANDA M LONG

1st Term Mar 16, 2017 - Jun 30, 2017

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

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: Submitted

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. In addition to being employed as a paralegal for 18 years, I have a background in online marketing and social media and currently help local businesses with online marketing.

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.

I am a member of the National Association of Realtors and Reno Sparks Association of Realtors.

[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

Profile

Phyllis

First Name

Patton

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

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:

Library Board of Trustees

Question applies to multiple boards.

Term expiration:

June or July would like to reapply

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:

Major Subject:

Degree Conferred:

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

I have been involved in library issues ever since I moved to Carson City. Having grown up in a rural community I realize the importance of a strong community library that can help its residents keep informed and up to date on multiple issues and newer technologies and just plain great entertainment from books and movies.

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

Friends of Carson City Library. I have been a member of the Friends of Carson City Library for over 15 years now. I started out working one afternoon a week in the book store and helping collect and price books for a big book sale. Gradually got involved in the Board of Directors and have been serving as president for the last 4 years and was just reelected to serve another 2 years. Helped to set up and get the current Browsers Corner Book Store up and running.

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

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Susan Hanley ph# 775-782-6034

Name, Telephone Number:

Sena Loyd Ph# 916-220-9858

Name, Telephone Number:

Bill Crowell

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 *

Profile

Betsy

First Name

Strasburg

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

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:

California State University, East Bay; University of Aberdeen, Scotland

Major Subject:

Finance MBA. Chemistry Undergraduate

Degree Conferred:

MBA (Finance); BSc Honors (Chemistry)

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

Interest in continuous learning personally. International education and extensive intl. travel. Work experience in profit and non-profit institutions, US and Intl. work experience.

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

American Bone Health Advisor for financial and strategic initiatives, Christmas in April community enhancement, American Cancer Society fund raising.

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

[Bepsy_Strasburg_Resume_Feb_2017.doc](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Kathleen Cody, CEO, American Bone Health, 510.832.2663 x1015

Name, Telephone Number:

Richard Nagel, Friend, 415-954-2213

Name, Telephone Number:

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 *

BEPSY STRASBURG, MBA

650.387.3118

<http://www.linkedin.com/in/strasburg/>

Strasburgbepsy@gmail.com

CONTROLLER, VICE PRESIDENT, FINANCE, CFO, ADVISOR AND MENTOR

Finance executive, experienced in building and leading teams that identify areas of opportunity, create robust strategies, and drive change for Fortune 100 domestic and international companies. A change agent, adept at driving business goals, including start-up growth, strategic transactions, and turnaround initiatives.

Core competencies include:

Strategic Planning/Forecasting	Finance/IT/HR/Payroll/Legal Mgmt.	Team Building & Leadership
Audit & Regulatory Compliance	Revenue and Product Optimization	Financial Reporting
Systems Implementations	Cost Containment & Profitability	International Finance

PROFESSIONAL EXPERIENCE

CONSULTING PROJECTS, Bay Area, CA | 2014-Present Senior Director/Management Consultant

- Manage (PM role) a US and Intl. multi-disciplinary team of Purchasing, A/P and IT to evaluate P2P processes and deploy an early payment program for a \$14B data storage company.
- Conduct monthly close and year-end audit for a \$10B consumer product distribution company.
- Audit vendor invoicing and optimize utility billing rate for a large US paint manufacturer.
- Manage a team to review multi-year revenue contracts to restate monthly revenue of a growing SaaS company.
- Identify discrepancies and root causes of missed billings and entitlements post acquisition of multiple companies of a growing SaaS company.
- SOX and fraud risk assessments of multi-billion financial services & retail companies.

SERVICEWEST, San Leandro, CA | 2011-2014 Largest independent office furniture installation and commercial moving services company. Chief Financial Officer (2012-2014)/ Vice President (2011-2012)

Served as part of the executive team that transformed the company from default to financial stability. Build the in-house Finance organization of 9 people with service partners for legal, audit, tax, IT, insurance and benefits administration.

- **Provide interpretation of contractual terms of construction projects** and guidance on terms and conditions.
- **Review revenue and margin reconciliations monthly** to ensure compliance with revenue recognition, bank lending covenants and periodic bank audit readiness.
- **Collected \$4.5M written-off debt and reduced DSO from 80 to 40 days** to achieve self-funding model by proactively resolving collections issues and meeting \$2.7M monthly payment obligations.
- **Developed technology strategies, including a disaster recovery plan;** worked with telecommunications, wireless, and IT consultants to replace failing hardware, modify applications with upfront due diligence, scheduled maintenance, eliminate redundancies, and create back-up policies.
- **Developed daily and weekly management dashboard reports on KPIs** to evaluate progression towards monthly forecasts, utilization of resources, cash preservation and performance against bank's lending covenants.

SAYBROOK UNIVERSITY, San Francisco, CA | 2010-2011 Three colleges with 700 online students, 250-employees, and \$21M in revenue. Corporate Controller, Business Systems Manager

Hired, trained, and led staff to respond to sudden departure of Corporate Controller, Accountant, and Payroll processor.

- **Enabled business unit and program reporting** by the 13th day of the month by developing business requirements, revised chart of accounts, configuration mapping and data conversions with internal finance and external integrator in a Microsoft Dynamics 2010 Great Plains reimplementation.
- **Improved payroll cycle time and reduced manual errors** by selecting and converting human resources, time attendance, and payroll processing from ADP to Paychex.

PROFESSIONAL EXPERIENCE - CONTINUED

MERCANTILA, San Francisco, CA | 2008-2009

E-commerce **start-up** comprised of 200 fitness, home, sports, and outdoor specialty stores that generated \$50M.
Corporate Controller

Led a 4-person team, and worked with CFO to migrate off-shore outsourced finance operations in-house.

- **Implementing a portal** that automated purchase order generation, shipment confirmation for revenue recognition, and bank generated payments for accounts payable, which replaced manual processing of 10,000 monthly transactions, and introduced scalable processes to support growth.
- **Investigated and reduced backlog of customer returns and refunds**; avoided customer complaints affecting online sales, credit card chargebacks, and Better Business Bureau oversight.
- **Created financial models** to generate pro-forma statements and cash flow projections.
- **Prepared financial and marketing roadshow presentations** for Board of Directors, and potential VC investors.

BDO SEIDMAN LLP, San Francisco, CA | 2004-2008

5th largest CPA firm serving small- and medium-sized publicly traded and privately held companies.
Consulting Practice Leader and Director

Served as **founding Director** of the Bay Area risk advisory consulting practice. Provided risk assessment; SEC, GAAP, and SOX compliance readiness; internal audit; and process improvement services to clients. Hired and led staff.

- **Directed full lifecycle sales process**, including prospecting, proposal development, customer risk analysis and acceptance, engagement planning, staffing, project management, and completion.
- **Managed multiple client engagements generating \$2.5M annually**; clients included, VNUS Medical, Intuitive Surgical, Cougar BioTechnology, Nile Therapeutics, Hana BioSciences, Netlogic Microsystems, SunRise Telecom, BroadVision, Synaptics, Tropos Networks, BlueArc, VitalStream, FormFactor, Phoenix Technologies, and Charles R Drew University.

EARLY CAREER

SUN MICROSYSTEMS, INC., Menlo Park, CA (Acquired by Oracle)

Finance Director, Latin America & Canada, International Sales Controller, Integration Project Manager
 Manage 9 direct reports with total staff of 24 across 7 legal subsidiaries

SRI INTERNATIONAL, Senior Financial Analyst, Menlo Park, CA

CALIFORNIA STATE UNIVERSITY EAST BAY, Part-Time Lecturer, Hayward, CA

EDUCATION & PROFESSIONAL CREDENTIALS

Affiliations: Financial Executives Networking Group | Financial Executives Institute | Association of Corporate Growth
 | British American Business Council | CFO Leadership Council

Computer Skills: Microsoft, Hyperion, Cognos, Salesforce, Netsuite, MAS 200, Great Plains, QuickBooks, ADP

Training: CPA coursework, California State University (passed CPA exam Part 1, 2011) and Six Sigma

Education: Masters of Business Administration in Finance | **CALIFORNIA STATE UNIVERSITY, Hayward, CA**
 Bachelor of Science in Chemistry (Honors) | **UNIVERSITY OF ABERDEEN, Aberdeen, Scotland, UK**

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](#))