City of Carson City Agenda Report

Date Submitted: June 7, 2011	Agenda Date Requested: June 16, 2011 Time Requested: 30 minutes		
To: Board of Supervisors	Time Requested. 30 minutes		
From: Larry Werner, City Manager			
Subject Title: Discussion and possible action to a Trustees for a four year term that will expire in June	**		
Staff Summary: Carson City Resolution 2000-R Supervisors to appoint five competent persons who library trustees. There is one vacancy due to term position. The position will expire in June of 2015.	o are residents of the county to serve as county limits. There are two applicants for this		
Type of Action Requested: (check one) () Resolution ((_X) Formal Action/Motion (Ordinance Other (Specify)		
Does This Action Require A Business Impact S	tatement: () Yes (_X) No		
Recommended Board Action: I move to appoint Board of Trustees for a term ending June of 2015.			
Explanation for Recommended Board Action: Trustees due to term limits. This position will expl • Patricia Cooper-Smith • Robin Williamson	· · · · · · · · · · · · · · · · ·		
Applicable Statute, Code, Policy, Rule or Regulation: Resolution 2000-R-42, N.R.S 379.020			
Fiscal Impact: None			
Explanation of Impact: n/a			
Funding Source: n/a			
Alternatives: Reopen the position announcement	for additional applicants.		
Supporting Material: Applications, roster, recruit and NRS 379.020	itment announcement, Resolution 2000-R-42		
Prepared By: Heidi Eskew-Herrmann, Executive	Offices		

_	City Manager) Aleur Chaffeline District Attorney		Date:	17/4 /1
Board Action T	ſaken:			
Motion:		- 1) 2)		Aye/Nay
(Vote Record	ded By)			

Patricia A. Cooper-Smith 1206 N. Nevada Street Carson City, Nevada 89703



April 25, 2011

Carson City Executive Offices 201 N. Carson St., #2 Carson City, NV 897901

Re: Application for Carson City Library Board of Trustees

Dear Carson City,

Enclosed is my Application for Appointive/Volunteer Position with the Carson City Library Board of Trustees. If you have any questions or require further information or documentation, please contact me at 775-450-1318 or pattics@sbcglobal.net

Thank you.

Sincerely,

P.A. Cooper-Smith



Carson City Application for Appointive/Volunteer Position APR 25 2011

Please print or type Title of Board or Commission: Carson City Library Board of Trustees Title of Position: Member Name: Cooper-Smith Patricia A Last First Middle Initial Address: 1206 N. Nevada Street Carson City NV 89703 Street City State Zip Occupation/Business: Retired, U.S. Courts Home- 775-882-9441 Cell- 775-450-1318 Telephone: Work-E-mail- pattics@sbcglobal.net How long have you lived in Carson City: 16 years Are you an active Carson City Registered Voter: Yes

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
U of Nevada Reno	English	B.A. (1992)
U of Nevada Reno	English	M.A. (1996)
U of Nevada Reno	Paralegal Studies	Certificate Program (2005)
List any professional license License/Certification	(s) and or certification(s): License/Certification #	
n/a		

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I will bring to the Library Board of Trustees 40 years of administrative experience in law firms in California and Northern Nevada, which includes 20 years as office manager and administrative secretary to a U.S. Circuit Judge, Ninth Circuit Court of Appeals. The latter includes supervising attorney law clerks and staff, personnel issues, and work assignments. See attached.

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

Washoe County Law Library Board of Trustees Member (2005-07)

Friends of University Library (UNR), Member (1992-2000); Vice President Fund Raising (1995-97); President (1998-2000)

Administrative Office of U.S. Courts, Federal Judicial Center, Trainer-Moderator (1996-97) Nevada Humanities Committee, Volunteer (1992-95). See attached.

3. List your affiliation with p	professional or technical societies. (if re	equired for the Postdon)
4. Do you anticipate any po	tential conflicts of interest? No If	yes, please explain.
Business in Carson City Servi	ce Area: None	
Name	Personal/Professional References: Address	Telephone #
appointed to fill this or a future or Committee where a discloss shall do so, and that I may not	te to this community and plan to attent re vacancy. I understand that if I am a sure of Assets Statement is required by a assume office until 10 days after state te on this form are truthful and comple	appointed to a Board/Commission y State Law or Council Policy I tement is filed. I hereby declare
Signature of Applicant	The f	4/25/11 Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices 201 N. Carson Street #2, Carson City NV 89701 (775)887-2100 Fax(775)887-2286 Addendum Page to Carson City Application for Appointive/Volunteer Position

Patricia A. Cooper-Smith

Library Board of Trustees

1. Addendum to Qualifications.

I have successfully written grants to the Nevada Humanities Committee.

I have written articles for *Nevada* and *Carson* magazines, and local weekly newspaper supplements.

Starting Fall 2011, I will be part-time faculty at Western Nevada College, Carson City, teaching English (Composition/Introduction to Literature).

2. Addendum to Community Organizations:

Nevada Humanities Committee, Project Manager/Editorial Assistant (2007), developing literary content, contracting with authors, research and writing articles for the Online Nevada Encyclopedia (see www.onlinenevada.org).

Adult Literary and ESL Programs:

I am currently a tutor in an ESL program through Western Nevada College. ESL Tutor, Carson City and Reno. For several periods throughout the 1990s I volunteered as a tutor in community-based adult literacy and ESL programs.

Carson City Application for Appointive/Volunteer Position

Please print or type

APR 28 2011

Title of Board or Commission: Library Board

CARSON CITY EXECUTIVE OFFICES

Title of Position: Member

Name: Williamson

Villiamson Robin Last First

First Middle Initial

Address: 375 Meadow Wood Road Street

dow Wood Road Carson City
City

NV State 89703 Zip

Occupation/Business: Retired

Telephone: Work-

Home- 883-9577

Cell- 2204296

E-mail- rlwilliamson@sbcglobal.net

How long have you lived in Carson City: 20 years

Are you an active Carson City Registered Voter: Yes

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

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
UC Berkeley	Political Science	BA
	•	•
T 1		

List any professional license(s) and or certification(s):

License/Certification

License/Certification#

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I have the experience, energy and enthusiasm to work with library advocates in our community to continue the revitalization of our Carson City Library. These are challenging times in Carson City, and I am familiar with budget constraints and working to form partnerships to continue development and growth for vital city services. I am an avid reader and I use the library and enjoy all the opportunities available.

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

Three terms on Carson City Board of Supervisors

Board Member on Western Nevada College Foundation

Co-chair of the WNC Athletic Development Committee

Past President of the Carson Tahoe Regional Medical Center

Coach and offical in American Youth Soccer Organization (AYSO)

Member of the Open Space Advisory Committee

3. List your affiliation with professional or technical societies. (if required for the			

4. Do you anticipate any potential conflicts of interest? No If yes, please explain.

Business in Carson City Service Area: None at this time

Length of time in Business:

Personal/Professional References:

Name	Address	Telephone #
Linda Ritter	4250 Hobart Road	884-4250
Bonnie Parnell	804 Saratoga	883-4234
Phyllis Patton	10 Combs Circle	885-9807

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Rom L William on 4-28-11
Signature of Applicant Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices 201 N. Carson Street #2, Carson City NV 89701 (775)887-2100 Fax(775)887-2286

CARSON CITY LIBRARY BOARD OF TRUSTEES

MEMBER Maxine Nietz	APPOINTMENT Initial Term 8/06 Reappt 06/09	TERM EXPIRES 6/2013
Drew Simmons	Initial partial Term 11/09	6/2013
Sandy Foley	Initial partial Term 9/07 Reapppt 06/08	6/2012
Phyllis Patton (Chair)	Initial Term 8/03 Reappt. 6/07	6/2011
Robert Kennedy	Initial partial term 1/06 Reappt. 6/06, 06/10	6/2014

<u>AUTHORITY:</u> N.R.S. 379.020 five members, 4 year terms, can serve two consecutive terms. No trustee shall serve more than two full consecutive terms. The Board of Supervisors approves the appointment. The Chairman is elected by the Trustees and serves a term of one year and may be reelected in subsequent years.

MEETINGS: The Board meets every fourth Thursday of the month at 5:30 p.m. in the Sierra Room at the Community Center, with the exception of August and December unless there are important issues pending.

PURPOSE: To govern all library policy and to hold property and effects of the library in trust for the public.

TYPICAL DUTIES:

- Establish, supervise and maintain the library.
- Appoint, evaluate, and if necessary, dismiss the library director.
- Hold property and effects of library in trust for the public.
- Submit annual budgets to Carson City Board of Supervisors.
- Establish by-laws and regulations for management of library and board.

Coordinator: Sara Jones, Carson City Library.



CARSON CITY LIBRARY BOARD OF TRUSTEES

The Carson City Board of Supervisors is seeking applications from persons interested in serving on the Carson City Library Board of Trustees. This Committee oversees all Library policy and budgets.

Applicants must be willing to serve approximately six to eight hours a month. There is one opening for a four year term expiring June, 2015.

The Board of Supervisors shall appoint a qualified person who is a resident and registered voter of Carson City to the board for four years. *Applications will be accepted until May 19, 2011.*

Let it be known that all applications submitted to this office for this position will be considered public information.

Volunteer applications may be obtained on our website or by contacting:

CARSON CITY EXECUTIVE OFFICES

201 N. Carson Street #2 Carson City, Nevada 89701 (775) 887-2100 FAX 887-2286

E-Mail <u>hherrmann@carson.org</u>

Web Page http://www.carson.org

(about Carson City; Boards, Committees, Commissions; volunteer opportunities)

AN EQUAL OPPORTUNITY EMPLOYER

RESOLUTION NO. 2000–R–42

A RESOLUTION AMENDING RESOLUTION 1999-R-18 BY ADDING THE CARSON CITY LIBRARY BOARD OF TRUSTEES TO THE CARSON CITY BOARD OF SUPERVISORS ESTABLISHED LIST OF BOARDS AND COMMISSIONS AND THEIR ESTABLISHED METHODS FOR APPOINTMENT OF MEMBERS TO CERTAIN BOARDS AND COMMISSIONS.

WHEREAS, the Carson City Board of Supervisors has the authority pursuant to the Carson City Municipal Code and the Nevada Revised Statutes to appoint members to certain boards and commissions; and

WHEREAS, NRS 379.020 specifically states that vacant positions on the Carson City Library Board of Trustees must be filled by the Carson City Board of Supervisors; and

WHEREAS, Carson City Charter Section 2.320 provides that the Board of Supervisors may, by resolution or ordinance, create advisory boards to advise the board in specific areas of local government including public safety, public employees, finance, human resources, public property and facilities; and

WHEREAS, the voluntary contribution of time and effort of the citizens who serve on Carson City's boards and commissions is a valuable asset which should be managed in the most efficient and effective way; and

WHEREAS, the Board passed Resolution 1992-R-11 at is February 20, 1992 meeting and amended that Resolution by passing Resolution 1993-R-58 at its June 3, 1993 meeting and amended that Resolution by passing Resolution 1994-R-18 at its February 17, 1994 meeting and amended that Resolution by passing Resolution 1999-R-18 at its February 18, 1999 meeting; and

WHEREAS, the Board desires to amend Resolution 1999-R-18 by adding the Carson City Library Board of Trustees to the list of boards and commissions that are exempt from the appointment process referred to in the following paragraph (3).

NOW THEREFORE, the Board of Supervisors resolves as follows:

 The Carson City Personnel Manager shall publicize vacancies on the City's boards and commissions and solicit and review applications for membership for interested citizens.

Ficivil/govuboardsandcommittees

- 2. When a board or commission is first created, the members shall be appointed by the Board of Supervisors after review of the applications and interviews.
- 3. After the initial formation of a board or commission, any vacancy occurring for any reason shall be filled by the following method:
 - a. The remaining members of the public body, if the number constitutes a quorum, shall review the applications submitted to the Personnel Manager and shall by majority vote select a number of people equal to the number of vacancies occurring and shall submit those names to the Board of Supervisors for approval.
 - b. Upon receipt of the recommendations of a public body for the appointment or reappointment of a member, the Board of Supervisors may confirm or reject the recommendation or the Board of Supervisors may interview the applicants.
 - c. Any member of a board or commission whose term is near expiration may apply for reappointment by sending a letter seeking reappointment to the Personnel Manager on or before the date of the expiration of his or her term. An application and an interview are not necessary. Reappointment shall be in the manner provided in paragraph a.
- 4. The provisions of paragraph 3 above do not apply to the following Carson City boards and commissions: Parks and Recreation Commission, Planning Commission, Carson City Convention and Visitor's Bureau, Charter Review Committee, Open Space Advisory Committee, Storm Drainage Advisory Committee, Carson River Advisory Committee, Carson City Public Transit Advisory Committee, Redevelopment Citizen's Committee, Building and Fire Appeals Board, Capital Projects Advisory Committee, Airport Authority, the Regional Transportation Commission and the Carson City Library Board of Trustees. For the boards and commissions mentioned in this paragraph (4) the screening of applicants, interview of prospective members and appointment shall be conducted by the Board of Supervisors unless otherwise provided by statute.
 - a. Any member of a board or commission referred to in paragraph (4) whose term is near expiration may apply for reappointment by sending a letter seeking reappointment to the Personnel Manager on or before the date of the expiration of his or her term. The applicant will not be required to fill out a new application; however, he or she must participate in the interview process with the other prospective members, if any, conducted by the Board of Supervisors.

Any provisions of Resolutions 1992-R-11, 1993-R-58, 1994-R-18 or 1999-R-18 5. which are inconsistent with this resolution are hereby rescinded. ADOPTED this 7thday of September 2000. AYES: Supervisors Robin Williamson Jon Plank <u>Pete Livermore</u> Kay Bennett Ray Masayko, Mayor NAYES: Supervisors None **ABSENT** Supervisors None RAY MASAYKO, MAYOR ALAN GLOVER, Clerk/Recorder



PUBLIC LIBRARIES

NRS 379.009 Filing and update of directory of personnel who hold certificates. The state library and archives administrator shall file with the governing authority of each public library in this state a directory of all personnel who hold certificates, and shall advise the governing authority from time to time, as necessary, of changes or additions to the directory.

(Added to NRS by 1995, 103; A 1997, 3149)

COUNTY, DISTRICT, CONSOLIDATED AND TOWN LIBRARIES

NRS 379.010 County library: Establishment and maintenance; county library fund.

- 1. The board of county commissioners of each county may set apart a sum of money to be used in the establishment and maintenance of a public library in the county. Each year thereafter the board of county commissioners may set apart an amount of money for the purpose of operating and maintaining the library.
 - 2. The fund so created is the county library fund.
- [1:187:1925; A 1927, 84; 1943, 53; 1949, 110; 1955, 333]—(NRS A 1957, 20; 1967, 1060; 1981, 997)

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.
- 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)

NRS 379.021 County library district: Procedure for formation; levy of tax for maintenance; library fund; separate account for gift fund and library fund.

1. Whenever in any county a petition or petitions praying for the formation of a county library district and the establishment of a public library therein setting forth the boundaries of the proposed library district, certified by the district judge of any judicial district as being signed by 10 percent of the taxpayers or by taxpayers representing 10 percent of the taxable property in the proposed county library district, as

379.022

shown by the last preceding assessment roll of the county, is presented to the board of county commissioners of the county in which the territory of the proposed county library district is situated, accompanied by an affidavit or affidavits of one or more of the signers thereof that the signatures thereto are genuine, the board of county commissioners shall, at its next regular meeting after the petition or petitions are so presented:

(a) Pass a resolution to the effect that a county library district with properly defined boundaries is to be established and cause to be published a notice thereof in a newspaper of general circulation within the district once a week for a period of 2 weeks; and

(b) Allow 30 days after the first publication of the notice during which all taxpayers of the district in which the district library is to be situated have the right to file protests with the county clerk.

2. If the aggregate of protests is less than 10 percent of the taxpayers voting in the last general election, the board of county commissioners shall order the creation of the county library district and the establishment of a public library therein and levy taxes in support and continued maintenance of the library in accordance with subsection 5.

3. If the aggregate of protests is more than 10 percent of the taxpayers voting in the last general election, the board of county commissioners shall proceed no further with reference to the establishment of a county library district without submitting the question to the voters at a primary or general election.

4. If the majority of votes cast at the election is against the establishment of the county library district, the question is lost and the board of county commissioners shall proceed no further. If the majority of votes is in favor of the county library district, the board of county commissioners shall, within 10 days after the election, order the creation of the county library district and establishment of a public library therein.

5. Upon the creation of a county library district and establishment of a public library therein, the board of county commissioners shall, at the next time for levying taxes and in each year thereafter, at the time and in the manner other taxes are levied, levy a tax upon all taxable property in the county library district to create and maintain a fund known as the library fund.

6. All money received by the county treasurer pursuant to subsection 5 and NRS 379.026 may be transferred to a separate account established and administered by the trustees of a district library in accordance with the provisions of NRS 354.603.

(Added to NRS by 1967, 1058; A 1981, 997; 1993, 1075; 1995, 2201)

ATTORNEY GENERAL'S OPINIONS.

Boundaries of library district. Under former NRS 379.080 (cf. NRS 379.021), newly established county library districts may embrace all or

any portion of a county not within an alreadyexisting public library district of some type. AGO 169 (8-28-1964)

NRS 379.022 Trustees of county library district: Appointment; terms; vacancies; compensation; expenses; removal; additional trustees if service extended.

- 1. After ordering the creation of a county library district and the establishment of a public library therein as provided in NRS 379.021, the board of county commissioners shall appoint five competent persons who are residents of the county library district to serve as district library trustees.
- 2. The term of office of the trustees appointed pursuant to subsection 1 is as follows:



PUBLIC LIBRARIES



(a) Three persons must be appointed for terms of 2 years.

(b) Two persons must be appointed for terms of 4 years.

Thereafter the offices of district library trustees must be filled for terms of 4 years in the order in which the terms expire. No person may be appointed to hold office for more than two consecutive 4-year terms.

3. A vacancy in the office of district library trustee which occurs because of expiration of the term of office must be filled by appointment by the board of county commissioners for a term of 4 years. A vacancy which occurs other than by expiration of the term must be filled by appointment by the board of county commissioners for the unexpired term.

4. The board of district library trustees may provide for compensation of members of the board 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 allowances for the members in the same amounts as are allowed for employees of the county library district.

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

6. If the library trustees of any county library district have entered into a contract pursuant to NRS 379.060 with any city within the county, they may add to their number two additional library trustees who are appointed by the governing body of the city to represent the residents of the city. The terms of office of the two additional library trustees are 3 years or until the termination of the contract with the city for library services, if that termination occurs sooner. The additional library trustees have the same powers and duties as the trustees appointed pursuant to subsection 1.

(Added to NRS by 1967, 1059; A 1971, 133; 1981, 336, 998; 1989, 612)

ATTORNEY GENERAL'S OPINIONS.

District library trustee may be removed for cause. Pursuant to NRS 379.022(5), a board of county commissioners may remove a district library trustee for failure, without cause, to attend

three successive meetings of the trustees. A district library trustee may also be removed for malfeasance or nonfeasance in accordance with NRS 283.440. AGO 99-39 (12-10-1999)

NRS 379.0221 Consolidated library district: Consolidation of city into county library district in certain counties. The trustees of a county library district in any county whose population is 400,000 or more and the governing body of any city within that county may, to establish and maintain a public library, consolidate the city into the county library district.

(Added to NRS by 1985, 7; A 1989, 1923)

NRS CROSS REFERENCES.

Population defined, NRS 0.050

NRS 379.0222 Trustees of consolidated library district: Appointment; terms; compensation; removal; executive director.

- 1. After the consolidation of a city into a county library district, the board of county commissioners and the governing body of the city shall each appoint five competent persons who are residents of the new consolidated library district to serve as trustees.
- 2. The terms of office of the trustees appointed pursuant to subsection 1 are as follows:
- (a) Three persons appointed by each governing body must be appointed for terms of 4 years.