

WASHOE COUNTY LAW
LIBRARY COURT HOUSE
Law Library Board of Trustees
Meeting Minutes

May 1, 2019

1. Roll Call at 12:01 p.m.

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Michael Kattelman, Clayton Brust, Stephen Hollandsworth, Cortney Young, and Kathi Lutsch. Also, present was Self Help Center and Law Library Program Manager, Emily Reed. Honorable Chuck Weller was absent.

2. Public Comments
None.

3. Approval of Minutes from Board Meeting of February 6, 2018:

Honorable Scott Freeman made a motion to approve, Cortney Young seconded the motion; unanimous approval.

4. Update regarding the Law Library, including Lawyer in the Library Update, 2019 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2019, including statistics on number of patrons and the number and type of materials and resources used.

The Law Library accepted a proclamation for National Libraries Week, April 7-13th.

The Law Library accepted a proclamation for Law Day, May 1st. the Library also hosted Ask a Lawyer from 10:00 am to 2:00 p.m. on May 1, 2019 in jury room which was co-hosted by Nevada Legal Services.

On May 8, NNWLA will have 20 attorney volunteers at the Law Library for their Law Day Lawyer in the Library event.

Emily spoke at the Nevada Early Intervention Services Support Group regarding Law Library services.

The Law Library had its first Eddy House program where a volunteer attorney spoke to homeless youth.

Ms. Young from the District Attorney's office volunteered to help with the Eddy House program.

5. Information, discussion, and possible action regarding request to the Washoe County Bar Association for funding for one employee to attend the American Association of Law Libraries Annual Conference in Washington D.C.

Donation not to exceed \$2,979.96 to send one employee to the American Association of Law Libraries Annual Conference in Washington D.C. Dates are July 13, 2019, to July 17, 2019.

The Board recommends accepting the donation.

Honorable Connie Steinheimer made a motion to approve, Clay Brust seconded the motion; unanimous approval.

6. Update, discussion, and possible action regarding end of year purchase requests for legal information, both print and digital.

Each year at the end of the fiscal year, the SJDC requests end of the year needs and wants. We were approved to purchase: NOLO Press Books assorted, Social Media and the Law, Cybersecurity, Kurzban's Immigration Law, a Layperson's guide to Legal Research and Self-Help Law Books, Veteran's benefits Manual, Thomas on Data Breach, QDRO Handbook, Nevada Construction Business and Law Manual.

The Law Library has requested the Bloomberg Law online database, one-year subscription - \$13,390. Thomas Reuters Legal Checklists \$1423, Thomson Reuters Immigration Pleading and Practice Manual \$238, Lexis Nexis Divorce Practice Handbook \$120. Waiting to hear from SJDC fiscal.

No action necessary at this time.

7. Update, discussion and possible action regarding ways to increase the Law Library's partnership with the Washoe County Bar Association.

Emily met with Gina MacLellan. Ms. MacLellan is going to reach out to the WCBA to ask whether the Board believes Now that You Are 18 brochures would be a good way to coordinate with the Law Library's Eddy House program.

8. Update, report, and possible action on proposal to work with Sections of the Nevada Bar Association to create a designated pleadings repository in the Law Library.

This is tabled until the next meeting. Mike Kattelman is on the agenda for the Family Law Section and will reach out to the Family Law Section if the Board thinks it is appropriate.

9. Discussion and possible action regarding recruitment of volunteers for Lawyer in the Library, recognition for Lawyer in the Library volunteers, and moving the annual recognition event to Pro Bono Week in October.

Emily Reed met with Gina MacLellan regarding having a joint event. She is putting the issue on the next WCBA Board meeting agenda.

The Law Library should hear back before our next meeting.

Honorable Judge Freeman made a motion to permit Emily authority to move forward with conversation and finalize plans for joint-event, Mike Kattelman seconded the motion; unanimous approval.

10. Update, discussion, and possible action regarding informational videos, including videos about the court system and court procedure, that the Law Library could record for the public and possible funding from the Family Law Section of the Nevada Bar Association.

- 1) The Motion Process
 - a. Motions and Responses
- 2) How to Answer a Complaint
- 3) Joint Petitions

Mike Kattelman was to apply for \$10,000 from the Family Law Section. Mike will advise the Family Law Section that other jurisdictions can use the videos.

Honorable Judge Steinheimer made a motion to (1) allow Mike Kattelman to represent that the videos can be shared or modified by other jurisdictions; (2) remove the \$10,000 limit on request; Honorable Judge Freeman seconded the motion; unanimous approval.

11. Board Comment – Limited to Announcements or Issues for Future Agenda

None.

12. Public Comments - None.

13. Adjournment at 12:38 p.m.; Next meeting September 4, 2019 at 12:00 pm

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY-JULY 2019

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	721	66	787
10:00 AM - 12:00 PM	1694	163	1857
12:00 PM - 3:00 PM	1752	162	1914
3:00 PM - 5:00 PM	2397	92	2489
5:00 PM - 7:00 PM	1459	22	1481
TOTAL			8528

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

JANUARY-JULY 2019

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	166	6	172
10:00 AM - 12:00 PM	396	11	407
12:00 PM - 3:00 PM	354	12	366
3:00 PM - 5:00 PM	198	8	206
5:00 PM - 7:00 PM	22	1	23
TOTAL			1174

LAWYER IN THE LIBRARY

JANUARY-JULY 2019

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	455	24
General Law	300	29
Probate	70	0
TOTAL	825	53

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

JANUARY-JULY 2019

ELECTRONIC USAGE	TOTAL
Circulation of Books	145
EBSCO	122
Email- Ask a Librarian	37
Inhouse Usage	491
Internet/ Contexte	796
Westlaw Searches	6517
TOTAL	8108

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JANUARY-JULY 2019

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	36	0	36
Answers	46	0	46
Child Custody	58	0	58
Child Support	28	0	28
Divorce/ Annulment/Separation	114	0	114
Domestic Violence/TPO/EPO	61	0	61
Family Court Procedures/Packets	184	0	184
Guardianships Adult/Minor	113	0	113
Name Change Adult/Minor	60	0	60
Motions/Notice/Emergency	115	0	115
Oppositions/Objections	13	0	13
Law Library Reference			
Appeals	16	0	16
Civil Complaints/Petitions	119	0	119
Civil Procedure/State/Federal	66	1	67
Civil Rights/Constitutional Law	13	0	13
Contract	4	5	9
Criminal Law and Defense	38	0	38
Employment/Labor	19	0	19
Immigration	6	0	6
Landlord/Tenant Rights	52	0	52
Medical	5	0	5
Military/Veterans Rights	0	0	0
Personal Injury/Damages	6	0	6
Probate/Wills/Trusts/Estate Planning	111	2	83
Rogue Title	5	0	5
Sealing of Criminal Record	66	0	66
Law Library Services			
Liberty Catalog/Circulation	176	133	309
Copier Use/ Change	310	40	350
Eflex / E-Filing	160	6	166
Internet/ Contexte	729	36	765
Lawyer in the Library Info./Referrals	379	1	380
Westlaw	241	297	538
Other Functions			
Copies of Court Records	26	1	27
Referrals To Other Services/NLS/WLS	168	0	168
Other	245	31	276
TOTAL			4311

LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE PROGRAM
FAMILY LAW
JANUARY-JULY 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 1, 2019	No program	0	0
JAN. 8, 2019	Sandra Unsworth & Mikyla Miller	22	0
JAN. 15, 2019	Gary Silverman & Michelle Bumgarner	19	0
JAN. 22, 2019	Bronagh Kelly & Andriea Aden	16	5
JAN. 29, 2019	Brittany Cooper & Tamatha Schreinert	23	0
FEB. 5, 2019	Erin Grieve & Caryn Sternlicht	11	0
FEB. 12, 2019	Mikyla Miller	10	5
FEB. 19, 2019	Tehan Slocum & Bronagh Kelly	13	0
FEB. 26, 2019	Elizabeth Bittner & Graeme Reid	17	0
MAR. 5, 2019	Gary Silverman	12	0
MAR. 12, 2019	Linda Daykin & Bryan Carpenter	17	0
MAR. 19, 2019	Sandra Unsworth & Kenton Karrasch	20	0
MAR. 26, 2019	Gary Silverman & Janet Traut	16	0
APR. 2, 2019	Gary Silverman & Doug Nicholson	22	0
APR. 9, 2019	Linda Daykin, Mikyla Miller & Gary Silverman	12	0
APR. 16, 2019	Bronagh Kelly & Scott Husbands	16	0
APR. 23, 2019	Gary Silverman & Tamatha Schreinert	20	0
APR. 30, 2019	Gary Silverman & Doug Nicholson	15	0
MAY 7, 2019	Janet Traut & Gary Silverman	13	0
MAY 14, 2019	Gary Silverman & Lisa Fraas	16	0
MAY 21, 2019	Elizabeth Bassett & Scott Husbands	16	0
MAY 28, 2019	Doug Nicholson	7	0
JUNE 4, 2019	Scott Husbands & Michal Roth	18	0
JUNE 11, 2019	Bryan Carpenter & Michael Roth	12	0
JUNE 18, 2019	Scott Husbands	9	8
JUNE 25, 2019	Erin Grieve & Kendra Jepsen	18	6
JULY 2, 2019	Program cancelled	0	0
JULY 9, 2019	Travis Clark & Elizabeth Bittner	14	0
JULY 16, 2019	Gary Silverman & Mike Roth	21	0
JULY 23, 2019	Sandra Unsworth & Janet Traut	13	0
JULY 30, 2019	Bronagh Kelly & Scott Husbands	17	0
TOTALS		455	24

Total Assisted – 455

Total General Law Turned Away – 24

Lawyer in the Library Program

January-July 2019

(Family Law)

Please check the area(s) of law that were covered with each patron who needed assistance and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	Self Help Center	Law Library Resources	State Bar	Senior Law Project	Other
Adoption – Adult	1							
Adoption – Minor	2			2				
Alimony / Spousal Support	8			1		1		
Annulment	2							
Appeals to Supreme Court	1							
Attorney’s Fees	1							
Case Management Conference	6	1		2				
Child Custody Jurisdiction	23	1	1	4		2		2
Child Custody / Visitation	92	3	3	15	1			1
Child Support	23			2	1			
Community / Separate Property	8			1	1			1
Court Hearings	6	1	1	2		1		
Divorce – Complaint	34			10	2	1		4
Divorce – Joint Petition	12	1	1	2		1		
Domestic Partnerships								
Domestic Violence / TPO	12			2		2		1
Ex Parte Motions								
Emancipation								
Grandparent’s Visitation	5			1				
Guardianship – Adult	5			1				
Guardianship – Minor Child	7			2	1			
Hague Convention	1			1				
Indian Child Welfare Act								
Joint Petition for Divorce	12	1		1				
Jurisdiction – Family	2	1	1					
Juvenile Delinquency								
Juvenile Dependency								
Legal Separation	4			1				
Mediation	2							
Military	4	1		1				
Minor Marriage	1							
Objection to Master’s Recommendation	1							
Partnership Dissolution	1					1		
Paternity	10			2				
Post or Pre-Nuptial Agreement								
QDRO / Retirement	5							1
Settlement Conference	1	1				1		
Surrogacy								
Termination of Parental Rights	11		2	1				
Trial	2							
Total	305	11	9	54	6	10	0	10

GENERAL LAW
JANUARY- JULY 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 2, 2019	Elizabeth Bassett	5	0
JAN. 9, 2019	Michael Alonso	12	0
JAN. 16, 2019	Michael Alonso	7	0
JAN. 23, 2019	Leah Wigren	9	0
JAN. 30, 2019	Jennifer Richards	9	0
FEB. 6, 2019	Madelyn Shipman	9	0
FEB. 13, 2019	E. Joe Gorman	14	0
FEB. 20, 2019	Jennifer & William Shogren	15	0
FEB. 27, 2019	Richard Cornell	8	0
MAR. 6, 2019	Philip Mannely	10	0
MAR. 13, 2019	John Samberg	10	0
MAR. 20, 2019	Adam McMillen	13	0
MAR. 27, 2019	*Doug Nicholson	10	0
APR. 3, 2019	Madelyn Shipman & Doug Nicholson	19	0
APR. 10, 2019	Richard Cornell & Doug Nicholson	9	0
APR. 17, 2019	Jeremy Nork	10	5
APR. 24, 2019	Jeremy Nork & Doug Nicholson	13	0
MAY 1, 2019	Jennifer Richards	4	0
MAY 8, 2019	No Program	0	0
MAY 15, 2019	Roger Harada	12	7
MAY 22, 2019	Jeremy Nork	8	0
MAY 29, 2019	Kevin Karp	8	0
JUNE 5, 2019	Madelyn Shipman	8	0
JUNE 12, 2019	Linda Daykin	11	1
JUNE 19, 2019	John Samberg	6	0
JUNE 26, 2019	Jeremy Nork	12	0
JULY 3, 2019	No program	0	0
JULY 10, 2019	Sarah Molleck	15	10
JULY 17, 2019	Kevin Karp	9	0
JULY 24, 2019	Jeremy Nork	14	6
JULY 31, 2019	Michael Alfonso	11	0
TOTALS		300	29

Total Assisted – 300

Total General Law Turned Away – 29

PROBATE LAW
JANUARY-JULY 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 16, 2019	Brian Davenport & Courtney O'Mara	9	0
FEB. 20, 2019	Brian Saeman	13	0
MAR. 20, 2019	Audrey Damonte & E. Joe Gorman	12	0
APR. 17, 2019	McClure Wallace & Patrick Millsap	15	0
MAY 15, 2019	Stephen Moss & Paul Malikowski	10	0
JUNE 19, 2019	Brian Saeman & John White	8	0
JULY 17, 2019	F. McClure Wallace & Patrick Millsap	3	0
TOTALS		70	0

Total Assisted – 70

Total Probate Law Turned Away - 0

Lawyer in the Library Program

January-July 2019

(General Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Abandoned Vehicle	1							
Animal Law	1							
Attorney Malpractice								
Bankruptcy								
Business / Industry	2							
Civil Litigation	26	1	1			1		
Civil Procedure (Federal)	3							
Civil Procedure (State)	22							
Civil Rights	5							
Collections	9							
Commercial Law	1							
Consumer Law	4							
Contract Law	11					1		1
Criminal Law & Criminal Defense	19	1	1			1		1
Education Law								
Elder Law	1							
Employment / Labor Law	9							
Health Law / Insurance	4							
Immigration Law	3							
Intellectual Property Law								
Landlord & Tenant	43	1	2		1			1
Legal Research Tools	2							
Litigation	11							
Mediation / Arbitration	1							
Medical Malpractice	2							
Medicaid								
Military Issues								
Name Change	1	1						
Native American Law								
Neighbor Law								
Personal Injury	2							
Personal Property / Manufacture Homes	4	1	1					
Probate								
Real Estate / Foreclosure	12	2						
Small Claims								
SSD / SSI / Appeals								
Student Loans								
TANF / Food Stamps								
Taxes State / Federal								
Torts	5							
Vehicle Repossession	4							
Victim of Crime	1							
Water Law								
Workman's Compensation	2							
Wrongful Termination	1		1					
Total	203	7	6	0	1	3	0	3

Lawyer in the Library Program
January-July 2019
(Probate Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Affidavit of Entitlement for Estate	3	1				1		1
Cremation								
Creditor's Claim	1	1						
Challenge Will	3							
Estate Planning	3	1						
General Administration	11				1	3		1
Inventory, Appraisal & Record of Value								
Letters of Administration								
Letters Testamentary								
Medical Records								
Military Issues								
Notice to Creditors								
Notice of Hearing on First & Final Report & Accounting								
Powers and Duties								
Probate Hearings	1					1		1
Publication								
Safe Deposit Box								
Set Aside	4							
Summary Administration	3	1	1			2		1
Trust Law	5	1				1		1
Total	61	5	1	0	1	8	0	5

Updated 08/06/2019 NC

2019 PROPOSED DECEMBER MEETING DATE AND TIME:

December 4, 2019, at 11:00 a.m.

Memorandum of Understanding and Agreement
To extend the Utah Regional Federal Depository Library (Utah State University Libraries)
to include services for the Nevada Federal Depository Libraries

This Memorandum of Understanding and Agreement (“Agreement”) is entered into by Utah State University Libraries (USU) and the Nevada Federal Depository Libraries: Great Basin College Library, (0356A), Las Vegas Library (0353B), Washoe County Law Library (0353A), Nevada State Library (0352), University of Nevada, Reno (0353), Wiener-Rogers Law Library (0355B).

Whereas, USU and Nevada Federal Depository Libraries participate in the Federal Depository Library Program; and

Whereas, participating FDLP libraries in Nevada have been without a Regional Depository since June 2011; and

Whereas, Nevada Depository Libraries cannot fully participate in the Federal Depository Library Program without a Regional library; and

Whereas, USU is a current Regional depository with similar collection focuses; and

Whereas, the Federal depository libraries in Utah approve of this multi-state regional arrangement; and

Whereas, this Agreement was provided in draft to the United States Superintendent of Documents for review and the Superintendent has indicated support to its terms;

Now therefore, in consideration of the mutual covenants, promises, and representations made herein, the Parties hereto agree to the following:

1. USU will assume the responsibilities and duties of a Federal Regional Depository Library for the Nevada Federal Depository Libraries, including the following responsibilities and duties:
 - a. Routine monitoring of disposal lists from all Federal Depository Libraries in Nevada.
 - b. Share offers lists with Federal Depository Libraries in Nevada using the same process used to share the lists with Federal Depository Libraries in Utah.
 - c. Provide reference services to Federal Depository Libraries in Nevada, after the Nevada State Library, Archives and Public Records (NSLA) and the Mathewson-IGT Knowledge Center, University of Nevada, Reno (UNR) have exhausted their efforts to provide the reference service.
 - d. Provide interlibrary loan/resource sharing access (ILL) to all tangible publications as considered prudent according to physical condition and replacement value.

This applies to all the Federal Depository Libraries in Nevada. USU standard interlibrary loan/resource sharing procedures will be followed.

- e. Facilitate training initiatives to share expertise within the depository community and participate in public awareness/outreach campaigns to promote federal government publications to Depository Libraries in Nevada.
 - f. Provide mentoring and build relationships with librarians at Depository Libraries in Nevada.
 - g. Facilitate weeding, collection development, and cataloging processes at the Depository Libraries in Nevada as outlined by Federal Depository Library Program guidelines. If a selective library is interested, the Regional Coordinator is available to offer guidance on collection development toward a comprehensive Regional collection.
 - h. Maintain files on the selective depository libraries in NV.
 - i. As appropriate, the Regional coordinator will facilitate assessment via a biennial survey about the MOU and how its provisions are implemented.
2. Nevada Federal Depository Libraries will assume the responsibilities and duties of Federal selective depository libraries under USU, including the following responsibilities and duties:
- a. Maintain public access to depository materials and provide the equipment to view publications in non-print format.
 - b. Follow the disposition of materials instructions and processes of USU.
 - c. When a library finds a desired publication on the Utah/Nevada offers list, it will work directly with the library holding the publication to obtain it.
 - d. When unable to answer a reference question involving federal documents, refer the question to NSLA and UNR before referring the question to USU.
 - e. Provide ILL access to all tangible publications as considered prudent according to physical condition and replacement value. Individual library standard ILL procedures will be followed. ILL access applies to requests from USU and all Nevada and Utah Federal Depository Libraries.
 - f. Participate in mentoring and professional development opportunities as time permits.
 - g. Maintain statistics of collection use or reference transactions according to individual library policies, procedures, and/or standards, if already in existence.
3. Endorsements
- a. Provisions do not conflict with the Legal Requirements & Program Regulations of the Federal Depository Library Program (LRPR).
 - b. Any new selective depository library designations in Nevada will be subject to this agreement.
 - c. This agreement is subject to biennial review and does not preclude the future designation of a Federal Regional Depository in Nevada subject to 90 days' notice to dissolve the agreement.
 - d. The establishment of the Utah/Nevada multi-state regional was reviewed and approved by a Senator from each state.

4. Modification of the agreement is subject to the request of one of the signatories. Modifications will be ratified by all libraries under the agreement before taking effect.
5. The Regional Coordinator shall be designated by the administration of USU Libraries. At the time of this MOU, the Regional Coordinator is:
 - a. Jennifer Kirk, Assistant Librarian, Merrill-Cazier Library, 3000 Old Main Hill, Logan, Utah 84322, jen.kirk@usu.edu, 435-797-8033
 - b. Contact information for the current Regional Coordinator shall always be up-to-date/available via the FDLP directory and GPO contacts.
6. The contact for the selective depository libraries in Nevada are the depository coordinators, as identified in the Federal Depository Library Directory.
7. This agreement is effective as of the date of signature by all authorized representatives indicated below.

Signatories

Utah State University

Date

Library Director Signatories

Bradford Cole
Dean of Libraries
Merrill-Cazier Library
Utah State University (0618)

Date

Eric Walsh
Reference Librarian
Great Basin College Library
Great Basin College (0356A)

Date

Ronald R. Heezen
Executive Director
Las Vegas Library
Las Vegas-Clark County Library District (0353B)

Date

Emily Reed
Law Library Program Manager
Washoe County Law Library (0353A)

Date

Tod Colegrove
Nevada State Librarian
Nevada State Library, Archives and Public Records (0352)

Date

Kathy Ray
Dean, University Libraries and Teaching & Learning Technologies
UNR/KNOWLEDGE CTR/322
University of Nevada, Reno (0353)

Date

Jeanne Frazier Price
Director of the Wiener-Rogers Law Library
Wiener-Rogers Law Library
University of Nevada, Las Vegas (0355B)

Date