



Second Judicial District Court Washoe County Law Library

AGENDA

Locations:

1. Virtual Zoom Meeting- Available at the Link Below
2. In Person- Room 101, 75 Court Street, Reno, Nevada

A special meeting has been scheduled for the Law Library Board of Trustees on Wednesday, June 2, 2021, at 12:00 PM. This meeting will be available by videoconference and in-person. Members of the public may attend the ZOOM webinar remotely by accessing the following link: <https://washoecourts.zoom.us/j/93955700424?pwd=dFFZL3lMbWs3TEhod3BZZUxHmVZzdz09> **Passcode: 407082**. This option will require a computer with audio and video capabilities. Members of the public may also attend the ZOOM webinar meeting at a physical location. A computer displaying the webinar meeting where the public may participate in the meeting will be available at 75 Court St., Reno, NV 89501 in Room 101.

The Board Chair may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

Accessibility. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Washoe County Law Library at (775) 328-3250, 24 hours prior to the meeting.

Time Limits. Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons may not allocate unused time to other speakers.

Public Comment. Members of the public may submit public comment by logging into the ZOOM webinar listed above, by attending the webinar at the physical location listed above, via email to emily.reed@washoecourts.us, or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting, or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on June 1, 2021.

Responses to Public Comments. The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or

not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: “Board Comment – Limited to Announcements or Issues for Future Agendas.”

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public at the Law Library located at 75 Court Street, First Floor, Room 101, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Assistant Court Administrator, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at emily.reed@washoecourts.us.

The agenda will be:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of May 5, 2021. For possible action.
 4. Discussion of the expiration of the Governor’s Emergency Directive suspending in-person Board meetings, and any legislative changes to open meeting law. Determine format of meetings moving forward, including whether to proceed with a videoconference attendance option for future meetings. For possible action.
 5. Status update from Mike Kattelman about the informational video project about the court system and court procedure for the public. Review of potential video production options, including video sample from Michelle Werdann, a Reynolds School of Journalism student, and discussion regarding use of the student’s volunteer services versus use of a production company. Possible action to approve use of the Reynolds School of Journalism student to produce informational videos about the court system and court procedure for the public. For possible action.
 6. Board Comment – Limited to Announcements or Issues for Future Agendas
 7. Public Comments
 8. Adjournment

The agenda for this meeting has been posted at the following locations: Washoe County Library (301 S. Center St., Reno), Law Library (Washoe County Courthouse, 75 Court Street, Room 101, Reno), Second Judicial District Court (Washoe County Courthouse, 75 Court Street/South Virginia Street, Reno), Washoe County Administration Building (1001 E. 9th Street, Reno), Sparks Justice Court (1675 E. Prater Way #107, Sparks), online at the Nevada Public Notice Website (<https://notice.nv.gov/>) and <https://www.washoecourts.com/LawLibrary>.

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Meeting Minutes

May 5, 2021

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Honorable Tamatha Schreinert, Mike Kattelman
Cortney Young, Kathi Lutsch, and Patricia Halstead

Trustee Young joined at 12:03 p.m.

Also present were:

Emily Reed, Assistant District Court Administrator; Sarah Bates, Law Librarian; and Wade Carner, Deputy
District Attorney (Washoe County District Attorney's Office)

Items 6-8 were taken early pursuant to the request of the Honorable Connie Steinheimer.

2. Public Comments:

None.

3. Approval of Minutes from Board Meeting of February 3, 2021. For Possible Action.

Motion to approve the minutes was made by Trustee Lutsch and seconded by Trustee Halstead.

Minutes approved unanimously. Trustee Young was not present.

4. Update regarding the Law Library, including recent projects, Lawyer in the Library, and 2021 statistics. For Possible Action.

Ms. Bates provided information and presentation related to the Law Library and the Lawyer in Library program. She noted that volunteers are now eligible to receive CLE credits for their time assisting in the library.

Library cards are still digital and use of the self-checkout kiosk is available to use once re-opening occurs. Westlaw has been offering an online option for a trial period.

May 1 is Law Day at the library in conjunction with the Northern Nevada Women Lawyers Association. The event was a success and had great participation from lawyers and the community.

Staff is currently working towards re-opening by properly spacing computers in the library, purchasing air purifiers, and providing hand sanitizer.

No action taken.

5. Information regarding migration to new integrated library system, Koha, and possible action regarding request to allow Law Library closure for 3-day staff training in July 2021. For possible action.

Ms. Bates explained the migration to an integrated library system for an online catalogue. System will be user friendly and requires training of the staff. As a result, Ms. Bates is looking to close in July to complete the training required.

Judge Schreinert requested clarification with respect to the resource center hours of operation during this time.

Motion to allow the closure in July 2021 passed unanimously.

6. Status update from Law Library Board Video Subcommittee and discussion about the informational video project about the court system and court procedure for the public. For possible action.

Trustee Kattelman updated the board on the progress of the informational videos. Scripts are in progress and are expected by mid-May. They need to hire a production company.

No action taken.

7. Discussion and possible action to dissolve the Law Library Board Video Subcommittee and appoint one volunteer to manage the informational video project and make recommendations to the Board regarding the project. For possible action.

Ms. Reed explained that at a recent meeting the board appointed Mr. Olsen, Trustee Kattelman, and Mr. Silverman to work on the informational video project. Pursuant to the open meeting laws the subcommittee is unable to work without an open meeting which may be hindering progress. As a result, it may be in the best interest of productivity to dissolve the subcommittee.

Trustee Kattelman explained that the subcommittee has made progress and is at a point where they can draft the scripts. However, it would be preferred to dissolve the subcommittee and replace that with a volunteer to work on the project.

Trustee Kattelman made a motion to dissolve the subcommittee and appoint a volunteer. As part of the Motion Trustee Kattelman volunteered to be the volunteer to run the project.

The Motion was seconded by Chief Judge Freeman.

No discussion was had on the item.

Motion passed unanimously.

8. Review of potential video production companies (Digiman Studio, Full Circle Productions Media, Sосу TV, and Reynolds School of Journalism) including comparison of costs, availability, and quality; possible action to grant Law Library staff approval to negotiate a contract for video production. For possible action.

Ms. Bates explained that Ms. Mansfield on her team reached out to various companies and the Reynolds School of Journalism for a budget and proposal which are included in the materials. The costs vary and are only an estimate.

Trustee Kattelman confirmed the funding source is a grant from the Family Law Section of the State Bar in the amount of \$5,000.00 with the caveat that if the Board needed additional funding, they could make the request.

Discussion regarding qualifications and estimates of all proposals provided. A production company is required to ensure quality of videos. The Board collectively preferred to give a student at the Reynolds School of Journalism an opportunity.

Trustee Kattelman offered to have his law firm pay for a sample from the student at the Reynolds School of Journalism before committing to the entire series.

Motion to contact the student at Reynolds School of Journalism to create a sample video and donation from Trustee Kattelman's law firm to pay for the same.

The Motion was seconded by Trustee Lutsch.

Judge Steinheimer suggested a special meeting on June 2, 2021 to advance the project.

The Motion passed unanimously.

Judge Steinheimer leaves meeting at 12:26 p.m.

9. Board Comment – Limited to Announcements or Issues for Future Agendas.

None.

10. Public Comment.

None.

11. Adjournment at 12:42 p.m.

Next meeting: Special meeting scheduled for June 2, 2021 at 12:00 p.m.

Item 5. Status update from Mike Kattelman about the informational video project about the court system and court procedure for the public. Review of potential video production options, including video sample from Michelle Werdann, a Reynolds School of Journalism student, and discussion regarding use of the student's volunteer services versus use of a production company. Possible action to approve use of the Reynolds School of Journalism student to produce informational videos about the court system and court procedure for the public. For possible action.

Meeting Materials: <https://m.youtube.com/watch?v=onUc91PC89Y>