



## Second Judicial District Court Washoe County Law Library

### AGENDA

#### Locations:

Virtual Zoom Meeting- Available at the Link Below

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, February 2, 2022, at 12:00 PM. This meeting will be available by videoconference. Members of the public may attend the ZOOM webinar remotely by accessing the following link:

<https://washoecourts.zoom.us/j/98114115114?pwd=SFZNK0JPL2Z2clNJQlJWaHM5NE56Zz09>

This option will require a computer with audio and video capabilities. To call in by telephone dial: 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free), **Webinar ID: 981 1411 5114, Passcode: 001524.**

Arrangements may be made in advance to attend the meeting using remote technology at the Law Library 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.**

**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](mailto: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 November 16, 2021. For possible action.
  4. Update regarding the Law Library, annual statistics, staffing, including Lawyer in the Library Update, 2021 statistics on volunteers and attendance.
  5. Nomination and Election for Law Library Board of Trustees Officer Positions of President and Secretary. For possible action.
  6. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. For possible action.
  7. Recommendation to accept a donation of \$1,870.17 from the Washoe County Bar Association to purchase awards to recognize and show appreciation for our Lawyer in the Library 2021 volunteers. For possible action.
  8. Recommendation to accept a donation of \$3,470.00 from the Washoe County Bar Association for the purchase of a one-year subscription to the HeinOnline database and the purchase of 25 books from the National Business Institute (NBI). For possible action.
  9. Board Comment – Limited to Announcements or Issues for Future Agendas
  10. Public Comments
  11. Adjournment

The agenda for this meeting has been posted at the following locations: the Second Judicial District Court Website (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library Website (<https://www.washoecourts.com/LawLibrary>). Pursuant to Section 3 of the Declaration of Emergency Directive 006, the requirement in NRS that notice agendas be physically posted within the State of Nevada has been suspended.

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Meeting Minutes

November 16, 2021

Note: Recording began at 12:00 p.m. and quorum arrived at 12:06 p.m.

1. Roll Call

Board Members present:

Honorable Scott Freeman, Honorable Connie Steinheimer, Honorable Tamatha Schreinert, Cortney Young, and Patricia Halstead

Mike Kattelman joined at 12:08p.m.

Kathi Lutsch was not present.

Also present were:

Sarah Bates, Liz Williams, Emily Reed, and Trenton Ross, Deputy District Attorney (Washoe County District Attorney's Office)

2. Public Comments:

None.

3. Approval of Minutes from Board Meeting of September 1, 2021. For Possible Action.

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

No discussion was had.

Minutes approved unanimously.

4. Introduction of new Senior Law Library Assistant, Liz Williams.

Ms. Williams was hired in September to fill the Senior Law Library Assistant position. Ms. Williams introduced herself and gave a brief description of her experience. She comes to us from Florida and worked at the Spanish Springs public library previously.

No action was taken.

5. Board Membership- Nomination and Selection of one attorney member and one non-attorney member. For Possible Action.

There are two positions available (attorney and non-attorney). One application was received for each position. There is an application by Ms. Halstead to remain in the open attorney position. Trustee Kattelman made a motion to appoint Ms. Halstead and it was seconded by Chief Judge Freeman. Ms. Halstead abstained from the vote.

No discussion was had.

Motion passed unanimously by all voting members.

Judge Steinheimer noted that the application will be forwarded to the Board of County Commissioners.

There was an application by Ms. Young to remain in the non-attorney position. Chief Judge Freeman made a motion to appoint Ms. Young to the open non-attorney position. Trustee Kattelman seconded. Ms. Young abstained from the vote.

No discussion was had.

Motion passed unanimously by all voting members.

6. Discussion regarding adding a Board member biography with photo to the Law Library website. For possible action.

Ms. Reed provided information to the Board regarding bios on the Law Library website. Discussion was had on the topic. Motion to have bio information on the website was made by Chief Judge Freeman and the motion was seconded by Trustee Young.

No further discussion was had.

The motion passed unanimously.

7. Contract renewal for Westlaw Patron Access and Thomson Reuters Library Management Arrangement. For possible action.

A request was made by Ms. Reed was to re-enter into the contracts for Westlaw Digital and Thomson Reuters Library Management. The digital contract is for a period of three years with an increase of one percent year over year. The agreement would be for the status quo services as currently offered.

Ms. Reed discussed some future products that are not yet available that the Board may want to consider in the future.

Regarding the print renewal there were two offers made. The first was three-year renewal with a five percent increase. The second was a five-year renewal with a two percent increase. Ms. Reed recommended the five-year option.

No discussion was had.

Chief Judge Freeman made a motion to allow the Law Library Director to enter into those agreements.

Trustee Kattelman seconded the motion.

No further discussion was had.

The motion passed unanimously.

8. Update on Lawyer in the Library Volunteer Recognition Event.

Ms. Reed explained where planning efforts were at. Trustee Young was able to coordinate with Justice Stiglich to confirm her attendance and she will be speaking at the event. The save the date was sent out several weeks ago. The Washoe County Bar Association worked with Library staff to help get lunches to our top volunteers. The Washoe County Bar Association provided funds for awards for our top volunteers. This year they will receive business card holders and Starbucks gift cards.

Judge Steinheimer has contacted various Judges to attend as well.

Discussion was had regarding logistics of the event.

No action was taken.

9. Status updated from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. For possible action.

The Board selected Michelle Werdann to film the videos. Five videos have been recorded. Three of the five followed scripts and two followed a conversational style. The videos will be available for Board review shortly then they'll continue to the next five if the previous videos are approved.

No action was taken.

10. Law Library Statistics overview and discussion regarding proposed changes for 2022. For possible action.

Presentation and discussion on the reporting of statistics. The Board supported updating the visual reporting of the statistics.

Library staff would like to combine the door count rather than continue to separate attorney vs non-attorney.

Trustee Halstead made a motion to allow the changes to statistics and door counts. The motion was seconded by Mike Kattelman.

No further discussion was had.

Motion passed unanimously.

11. Discussion and possible approval of next year's meeting dates. For possible action.

Discussion was had regarding the dates as proposed. The Board determined it would be best to move the December meeting to a November date.

Motion was made by Trustee Young and was seconded by Mike Kattelman.

No further discussion was had.

Motion passed unanimously.

12. Board Comment.

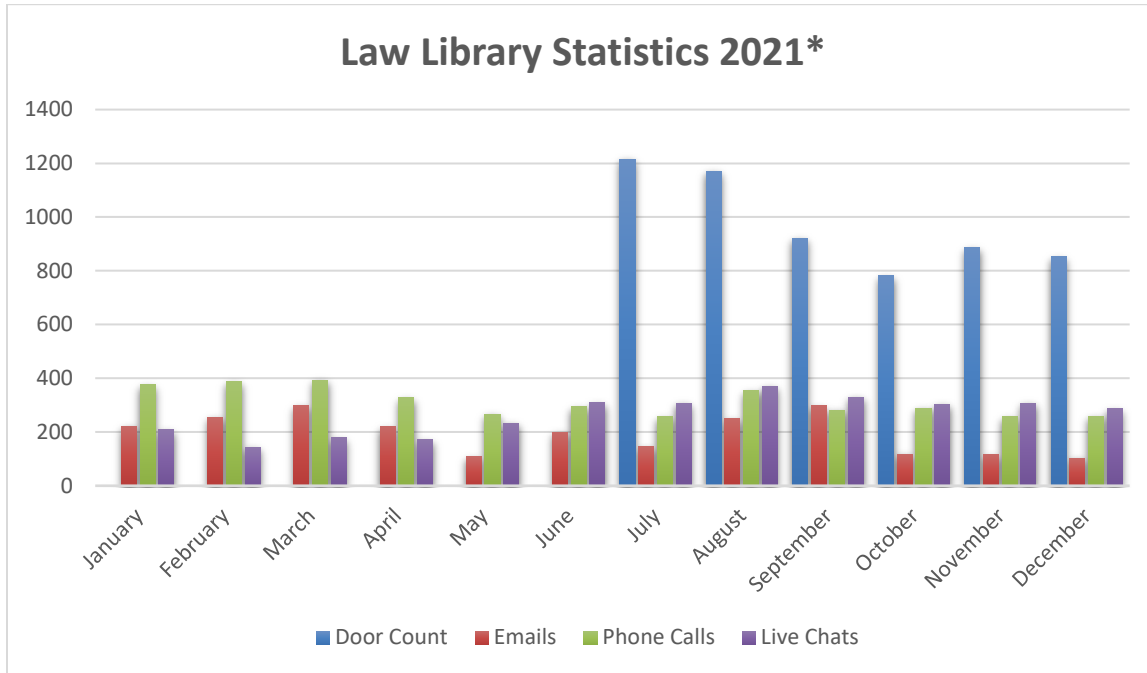
Judge Steinheimer welcomed Liz and thanked the library staff for their efforts and hard work. She also noted for the record that our counsel, Mr. Ross, was present for the entire meeting.

13. Public Comment

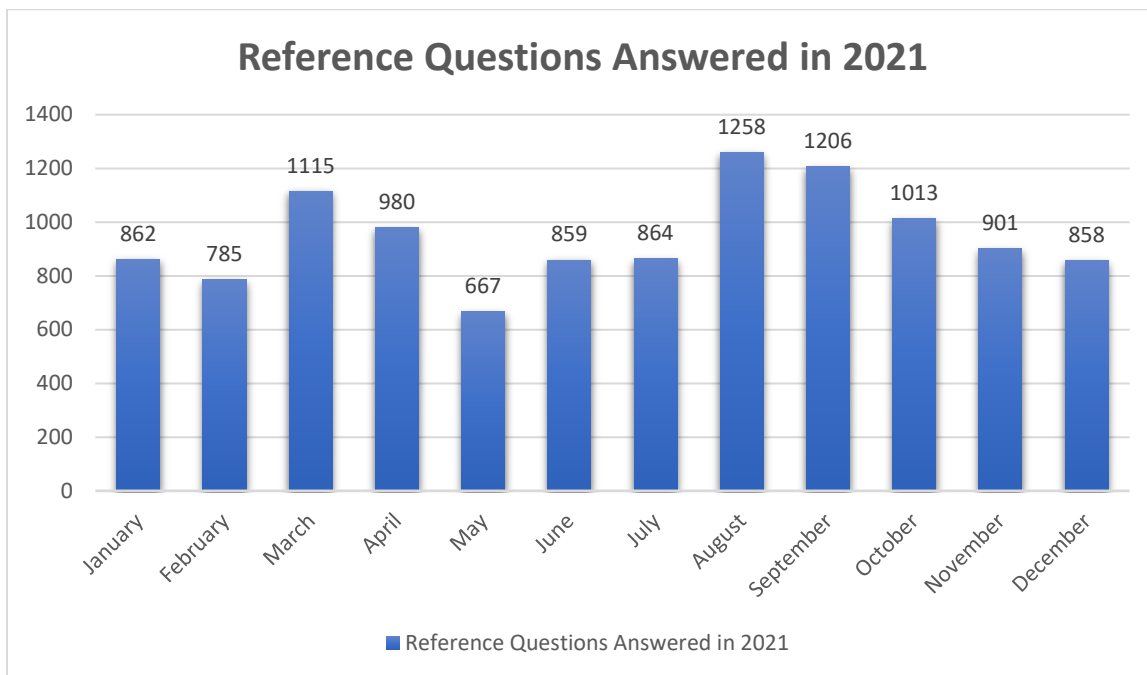
None.

14. Adjournment at 1:06 p.m.

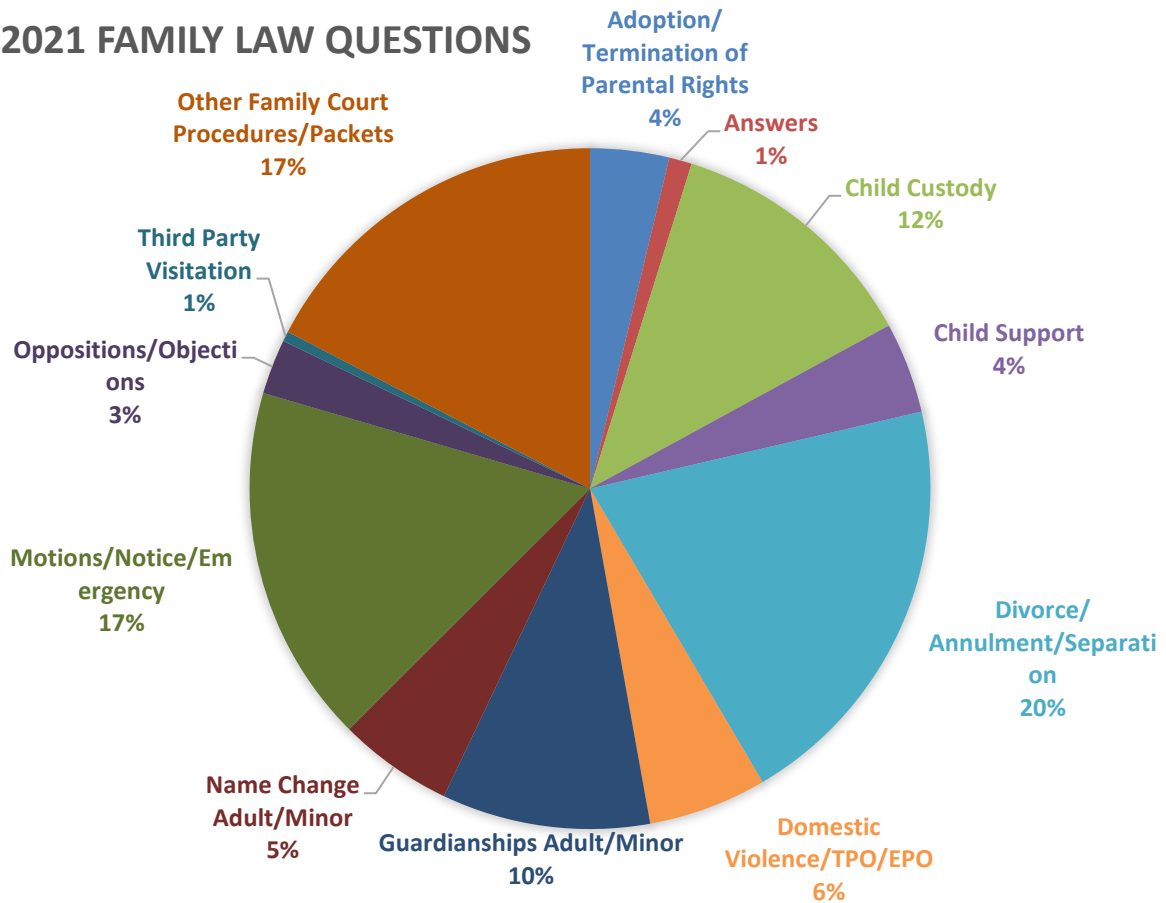
# Law Library Statistics 2021



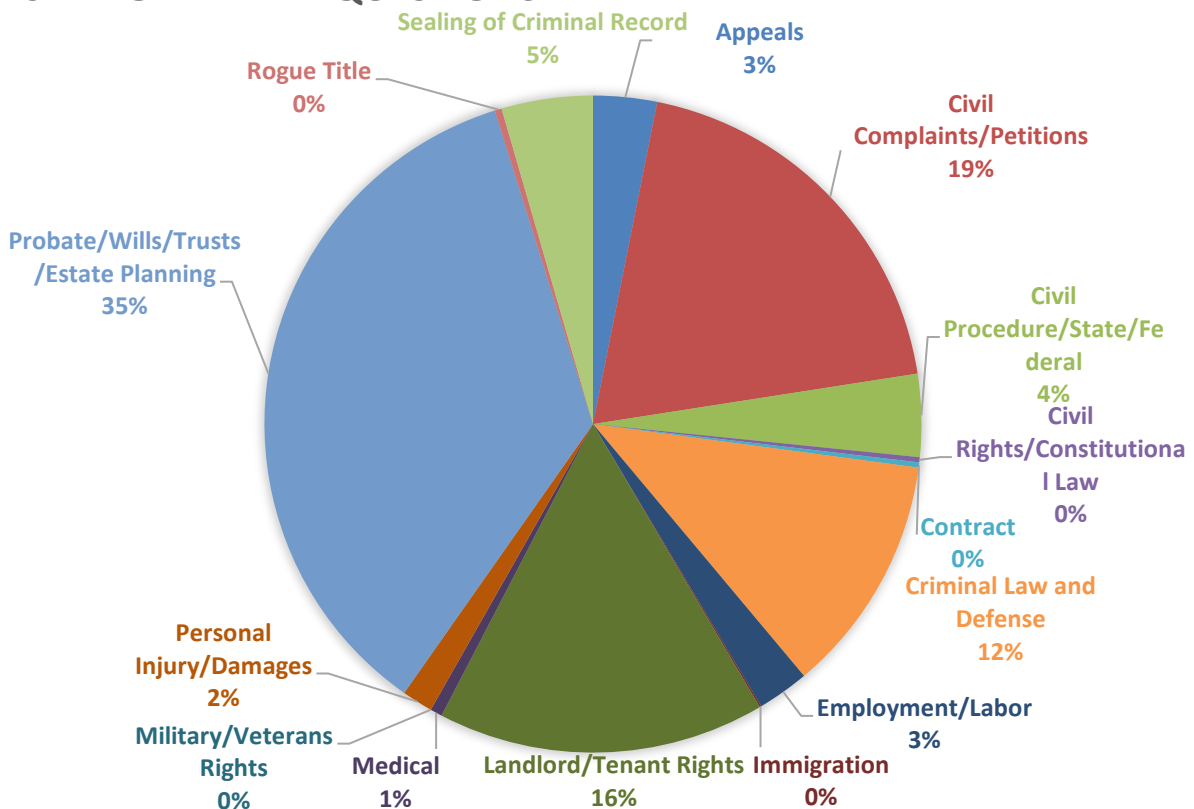
\*Law Library was closed to in-person services from January 1 to July 8, 2021.



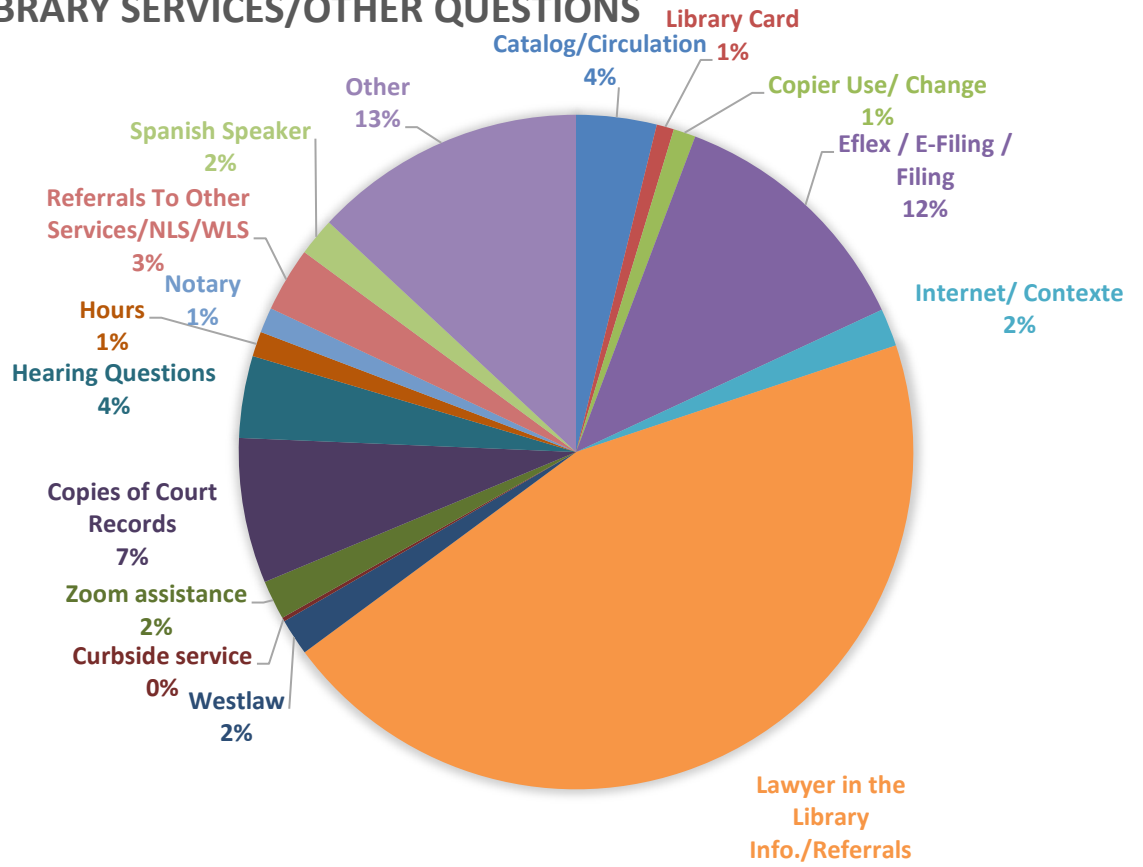
## 2021 FAMILY LAW QUESTIONS



## 2021 NON-FAMILY QUESTIONS



# LIBRARY SERVICES/OTHER QUESTIONS





# Law Library Statistics 2021

## In-person Visits

January	closed
February	closed
March	closed
April	closed
May	closed
June	closed
July	1216
August	1170
September	921
October	782
November	886
December	852
<b>TOTAL</b>	<b>5827</b>

## Phone calls

January	376
February	387
March	393
April	328
May	266
June	294
July	256
August	355
September	281
October	289
November	256
December	258
<b>TOTAL</b>	<b>3739</b>

## Emails

January	222
February	254
March	299
April	220
May	108
June	199
July	145
August	249
September	297
October	118
November	116
December	102
<b>TOTAL</b>	<b>2329</b>

## Chats

January	208
February	142
March	178
April	171
May	233
June	309
July	307
August	370
September	330
October	304
November	307
December	262
<b>TOTAL</b>	<b>3121</b>

## Reference Questions Answered

January	862
February	785
March	1115
April	980
May	667
June	859
July	864
August	1258
September	1206
October	1013
November	901
December	858
<b>TOTAL</b>	<b>11368</b>

# Law Library Statistics 2021

## Books Checked Out + In-house Use

January	51
February	22
March	39
April	68
May	42
June	23
July	67
August	28
September	68
October	115
November	42
December	60
<b>TOTAL</b>	<b>625</b>

## Lexis Checkouts

January	new
February	12
March	13
April	17
May	4
June	9
July	11
August	13
September	8
October	10
November	9
December	1
<b>TOTAL</b>	<b>107</b>

## Westlaw Transactions

January	closed
February	closed
March	closed
April	9
May	20
June	99
July	609
August	461
September	354
October	325
November	292
December	218
<b>TOTAL</b>	<b>2387</b>

## EBSCO Total Searches

January	25
February	9
March	126
April	2
May	0
June	0
July	31
August	26
September	1
October	81
November	198
December	0
<b>TOTAL</b>	<b>499</b>

## GALE Legal Forms Downloaded

January	6
February	14
March	4
April	23
May	0
June	32
July	21
August	7
September	4
October	5
November	19
December	13
<b>TOTAL</b>	<b>148</b>

# Law Library Statistics 2021

## LAWYER IN THE LIBRARY PROGRAM TOTALS

Attorneys	New Attorneys	# of Participants Signed Up	# of Participants on Waitlist
193	12	1351	223

### FAMILY LAW

#### JANUARY-DECEMBER 2021

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
<b>TOTALS</b>		<b>109</b>	<b>4</b>	<b>725</b>	<b>80</b>
JAN. 5, 2021	Rost Olsen/Elizabeth Bittner/Jonathan King	3	1	16	0
JAN. 12, 2021	Tehan Slocum/Gary Silverman/Michael Roth	3	0	15	0
JAN. 19, 2021	Janet Traut	1	0	12	0
JAN. 26, 2021	Gary Silverman/Jann Chubb(observing)/Michael Roth/Jonathan King	3	1	18	1
FEB. 2, 2021	Jennifer Mayhew/Kevin Ryan	2	0	16	2
FEB. 9, 2021	Tehan Slocum/Mike Roth/Bronagh Kelly	3	0	17	0
FEB. 16, 2021	Gary Silverman (Jann Chubb)/Jonathan King	2	0	10	0
FEB. 23, 2021	Gary Silverman (Jann Chubb)/Elizabeth Bittner/Kendra Jepsen	3	0	14	0
MAR. 2, 2021	Jonathan King/Travis Clark	2	0	10	0
MAR. 9, 2021	Michael Roth/Jonathan King	2	0	14	0
MAR. 16, 2021	Gary Silverman/Michael Roth	2	0	12	0
MAR. 23, 2021	Elizabeth Bittner/Jonathan King	2	0	13	0
MAR. 30, 2021	Gary Silverman (Jann Chubb)/Bronagh Kelly	2	0	13	0
APR. 6, 2021	Kendra Jepsen/Tehan Slocum	2	0	10	0
APR. 13, 2021	Bronagh Kelly/Tehan Slocum	2	0	16	4
APR. 20, 2021	Michael Roth/Bronagh Kelly	2	0	15	4
APR. 27, 2021	Kendra Jepsen/Michael Roth	2	0	14	0
MAY 4, 2021	Tehan Slocum/Kevin Ryan	2	0	14	
MAY 11, 2021	Kale Brock/ Rost Olsen	2	1	13	0
MAY 18, 2021	Bronagh Kelly/Janet Traut	2	0	11	0
MAY 25, 2021	Kale Brock/Bronagh Kelly	2	0	16	3
JUN. 1, 2021	Kendra Jepsen/Damian Sinnott	2	0	14	0
JUN. 8, 2021	Rost Olsen/Elizabeth Bittner	2	0	17	3
JUN. 15, 2021	Kathy Breckenridge/Kale Brock/Tehan Slocum	3	0	16	5

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
JUN. 22, 2021	Kendra Jepsen/Gary Silverman	2	0	14	0
JUN. 29, 2021	Gary Silverman/Bronagh Kelly	2	0	15	3
JUL. 6, 2021	CANCELLED DUE TO TRAINING		0	0	0
JUL. 13, 2021	Kathy Breckenridge/Brittany Cooper	2	0	14	0
JUL. 20, 2021	Moria Desmarais/Kale Brock	2	0	14	7
JUL. 27, 2021	Mike Roth/Kale Brock/Janet Traut	3	0	20	0
AUG. 3, 2021	Jonathan King/Mike Roth	2	0	12	4
AUG. 10, 2021	Kevin Ryan/Kathy Breckenridge	2	0	17	5
AUG. 17, 2021	Jonathan King/Mike Roth	2	0	12	5
AUG. 24, 2021	Kathy Breckenridge/Bronagh Kelly	2	0	18	3
AUG. 31, 2021	Jonathan King/Gary Silverman	2	0	12	2
SEPT. 7, 2021	Tehan Slocum/Kyle Edgerton	2	1	12	2
SEPT. 14, 2021	Gary Silverman/Kevin Ryan	2	0	14	0
SEPT. 21, 2021	Kendra Jepsen/Kale Brock/Kyle Edgerton	3	0	20	0
SEPT. 28, 2021	Gary Silverman/Bronagh Kelly	2	0	15	0
OCT. 5, 2021	Mike Roth/Kenton Karrasch/Janet Traut	3	0	17	0
OCT. 12, 2021	Gary Silverman/Tehan Slocum/Elizabeth Bittner	3	0	22	3
OCT. 19, 2021	Brittany Cooper/Michael Roth/Jill Whitbeck	3	0	16	2
OCT. 26, 2021	Max Stovall/Jonathan King	2	0	21	0
Nov. 2, 2021	Max Stovall/Jonathan King	2	0	14	4
Nov. 9, 2021	Mike Roth/ Tehan Slocum/Kyle Edgerton	3	0	20	4
Nov. 16, 2021	Kenton Karrasch/Elizabeth Bittner	2	0	16	8
Nov. 30, 2021	Jill Whitbeck/Jonathan King/Kyle Edgerton	3	0	22	3
Dec. 7, 2021	Tehan Slocum/John Keuscher	2	0	16	2
Dec. 14, 2021	Bryan Carpenter/Jonathan King	2	0	16	1
<b>TOTALS</b>		<b>109</b>	<b>4</b>	<b>725</b>	<b>80</b>

# Law Library Statistics 2021

## LAWYER IN THE LIBRARY PROGRAM

### GENERAL LAW

#### JANUARY-DECEMBER 2021

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
<b>TOTALS</b>		<b>55</b>	<b>5</b>	<b>427</b>	<b>118</b>
JAN. 6, 2021	Rost Olsen	1	1	8	4
JAN. 13, 2021	Matt Morris	1	0	8	3
JAN. 20, 2021	Rost Olsen	1	0	8	1
JAN. 27, 2021	Adam McMillen	1	0	8	3
FEB. 3, 2021	Colton Loretz/Adam McMillen	2	0	9	0
FEB. 10, 2021	Kevin Karp	1	0	7	0
FEB. 17, 2021	Maddy Shipman	1	0	7	0
FEB. 24, 2021	Matt Morris/ John Samberg	2	0	15	0
MAR. 3, 2021	Angela Bullentini	1	1	8	0
MAR. 10, 2021	Leah Wigren/Colton Loretz	2	0	6	8
MAR. 17, 2021	Colton Loretz/Matt Morris	2	0	11	0
MAR. 24, 2021	Adam McMillen	1	0	8	0
Mar. 31, 2021	John Samberg	1	0	8	2
APR. 7, 2021	Kevin Karp	1	0	8	3
APR. 14, 2021	Matt Morris	1	0	8	3
APR. 21, 2021	Maddy Shipman	1	0	5	0
APR. 28, 2021	Steve Castronova	1	1	8	0
MAY 5, 2021	Matt Morris	1	0	6	0
MAY 12, 2021	Adam McMillen	1	0	8	6
MAY 19, 2021	Angela Bullentini	1	0	8	5
MAY 26, 2021	Dane Littlefield	1	0	8	2
JUN. 2, 2021	Kale Brock	1	0	8	1
JUN. 9, 2021	Kale Brock	1	0	8	4
JUN. 16, 2021	Maddy Shipman	1	0	8	3
JUN. 23, 2021	No volunteer	0	0	8	1
JUN. 30, 2021	Leah Wigren/Matt Morris	2	0	17	0
JUL. 7, 2021	CANCELLED DUE TO TRAINING	0	0	0	0
JUL. 14, 2021	Adam McMillen	1	0	8	3
JUL. 21, 2021	Kale Brock	1	0	8	3
JUL. 28, 2021	Michelle Mowry-Willems	1	1	8	1
AUG. 4, 2021	Colton Loretz	1	0	9	5
AUG. 11, 2021	Michelle Mowry-Willems/John Samberg	2	1	14	0
AUG. 18, 2021	Maddy Shipman	1	0	8	1
AUG. 25, 2021	Rost Olson/Matt Morris	2	0	16	1
SEPT. 1, 2021	Adam Hosmer-Henner/Rick Cornell	2	0	18	4
SEPT. 8, 2021	Colton Loretz	1	0	8	1
SEPT. 15, 2021	John Samberg	1	0	9	4

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
SEPT. 22, 2021	Colton Loretz	1	0	8	10
SEPT. 29, 2021	Adam McMillen	1	0	11	3
OCT. 6, 2021	Matt Morris	1	0	8	3
OCT. 13, 2021	Colton Loretz	1	0	8	6
OCT. 20, 2021	Madelyn Shipman	1	0	8	5
OCT. 27, 2021	Matt Morris	1	0	8	3
NOV. 3, 2021	John Samberg	1	0	8	4
NOV. 17, 2021	Michael Alonso	1	0	8	3
DEC. 1, 2021	Dane Littlefield/Aaron Richter	2	0	11	0
DEC. 8, 2021	Colton Loretz	1	0	8	6
DEC. 15, 2021	Madelyn Shipman	1	0	8	3
<b>TOTALS</b>		<b>55</b>	<b>5</b>	<b>427</b>	<b>118</b>

# Law Library Statistics 2021

## LAWYER IN THE LIBRARY PROGRAM

### PROBATE LAW

#### JANUARY-DECEMBER 2021

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
JAN. 6, 2021	Damian Sinnott	1	1	3	0
JAN. 20, 2021	Brian Saeman	1	0	6	0
FEB. 3, 2021	John White	1	0	8	2
FEB. 17, 2021	Nicole Harvey	1	0	9	1
MAR. 3, 2021	Nicole Harvey	1	0	7	0
MAR. 17, 2021	Patrick Millsap/McClure Wallace	2	0	8	1
APR. 7, 2021	Patrick Millsap/McClure Wallace	2	0	11	0
APR. 21, 2021	Nicole Harvey	1	0	7	0
MAY 5, 2021	Tim Summers	1	1	7	0
MAY 19, 2021	Audrey Damonte/Nicole Harvey	2	0	11	0
JUN. 2, 2021	Nicole Harvey	1	0	7	0
JUN. 16, 2021	Brian Saeman	1	0	11	2
JUL. 7, 2021	CANCELLED DUE TO TRAINING	0	0	0	0
JUL. 21, 2021	Damian Sinnott/John White	2	0	14	0
AUG. 4, 2021	Nicole Harvey	1	0	8	1
AUG. 18, 2021	Lance McKenzie	1	1	8	2
SEPT. 1, 2021	Tim Summers	1	0	8	1
SEPT. 15, 2021	John White	1	0	8	2
OCT. 6, 2021	Tim Summers	1	0	8	1
OCT. 20, 2021	Nicole Harvey	1	0	8	7
NOV. 3, 2021	Tim Summers	1	0	8	4
NOV. 17, 2021	Ann Morgan/Kristen Matteoni	2	0	12	0
DEC. 1, 2021	Courtney O'Mara	1	0	6	1
DEC. 15, 2021	Audrey Damonte/Natalie Reed	2	0	16	0
<b>TOTALS</b>		<b>29</b>	<b>3</b>	<b>199</b>	<b>25</b>