



## 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, September 7, 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>. Sarah Bates, Law Librarian, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Bates is located at the Second Judicial District Court and may be reached by telephone at (775) 328-3254 or by email at [sarah.bates@washoecourts.us](mailto:sarah.bates@washoecourts.us).

The agenda will be:

12:00 PM

1. Roll Call
2. Public Comments
3. Approval of Minutes from Board Meeting from May 25, 2022. For possible action.
4. Update regarding the Law Library 2022 statistics, including Lawyer in the Library, staffing, and Board of Trustees webpage.
5. Discussion regarding rescheduling Lawyer in the Library Volunteer Appreciation event from December to February and whether it will be in person or virtual. For possible action.
6. Review and discussion of proposed changes to the Law Library Boardroom Policy. For possible action.
7. Review and discussion of proposed changes to the Lawyer in the Library Volunteer Protocol. For possible action.
8. 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.
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: Washoe County 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), the Nevada Public Notice Website (<https://notice.nv.gov/>), and the Washoe County Law Library Website (<https://www.washoecourts.com/LawLibrary>).

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Meeting Minutes

May 25, 2022

1. Roll Call

Board Members present:

Honorable Lynn Simons, Honorable Connie Steinheimer, Patricia Halstead, Cortney Young, Kathi Lutsch and Mike Kattelman.

Honorable Tamatha Schreinert joined at 12:10 p.m.

Also present were:

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

2. Public Comments:

None.

3. Approval of Minutes from Board Meeting of February 2, 2022. 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. Board Member update: resignation of Judge Freeman, welcoming Chief Judge Simons.

Judge Steinheimer explained that Judge Freeman resigned in December and welcomed Chief Judge Simons.

Judge Simons is honored to be back with this board. No action taken.

5. Update regarding the Law Library, including Lawyer in the Library, and National Library Week.

Ms. Bates provided an overview of the statistics presented in the packet. National Library Week is in April and the staff celebrated by decorating the library and holding a Law Library-themed word search contest for court staff. An ethics CLE was presented and well attended by over 50 people.

No action taken.

6. Recap of Northern Nevada Women Lawyers Association Law Day events held Monday, May 2-Thursday May 5, 2022.

This was the 7<sup>th</sup> year in a row that the Law Library has done this event with NNWLA. Post COVID-19, it was the strongest turn out to-date. They were able to add more family lawyers for the event as well as fill the sessions on sealing criminal records and landlord/tenant matters. Volunteers were able to assist 101 people in four days.

7. Recommendation to accept reimbursement from the Washoe County Bar Association of the costs for one employee to attend the American Association of Law Libraries Annual Conference in Denver, CO in July 2022. For possible action.

Ms. Bates stated that an amount not to exceed \$2,580.57 was offered in reimbursement for the airfare to have one employee attend the conference. Ms. Reed explained that this has been done in years past and that per diem will be offered by the court to the employee who goes to the conference and that employee will be paid for their time at the conference as well.

Trustee Kattelman made a motion to approve the request to accept the reimbursement. Judge Schreinert seconded the motion.

No further discussion was had.

The motion passed unanimously.

8. Status update from Mike Kattelman 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 as well as a timeline to receive the draft videos.

No action taken.

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

None.

10. Public Comment.

None.

11. Adjournment at 12:22 p.m.

## Existing Boardroom Policy

**SECOND JUDICIAL DISTRICT COURT  
STATE OF NEVADA, WASHOE COUNTY**

Policy Area:	Law Library-2
Effective Date:	09/08/2016
Revised Date:	09/07/2016
Review Date:	09/07/2016

**POLICY AND PROCEDURE**

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1. **Title:** Boardroom Policy- Law Library
2. **Purpose:** The boardroom is designated for Law Library related programs which include: Lawyer in the Library programs, meetings, training sessions, and mediations. The boardroom is available to anyone for quiet study when not otherwise reserved.
3. **Policy:** Standard guidelines for using the Law Library’s Boardroom.
4. **Scope and Applicability:** This policy informs library users of the purpose and rules for the use of the Law Library Boardroom.
5. **Definitions:** Not Applicable.
6. **Law:** Not Applicable.
7. **Procedures:**
  - The Law Library staff will be responsible for scheduling meetings in the Boardroom. All reservations require a 24-hour advanced notice.
  - Once approved, Law Library staff will enter the reservations for the boardroom on to the Law Library Group Calendar.
  - When scheduling an appointment for the board room confirm that the room is available on that date and record the following information on the Law Library’s group calendar: Patron’s name, contact information, and time of use.
  - This room is reserved for the Lawyer in the Library programs on Tuesday and Wednesday evenings from 4:30 p.m. to 7:00 p.m., so no reservations will be scheduled during this time.
  - The boardroom is to be kept clean. No food or drink (except water) is permitted in the room.
  - It is the patron’s responsibility to place any used books on one of the library book carts. Patrons are asked not to re-shelve books. Books are not to be saved in the room for a later date.
  - Any personal items are not to be left unattended in the room. The Law Library is not responsible for items left behind, lost or stolen.
8. **Approved By:** Washoe County Law Library Board of Trustees.

**End of Policy**

## Proposed Updates to Boardroom Policy

**SECOND JUDICIAL DISTRICT COURT**  
**STATE OF NEVADA**  
**WASHOE COUNTY**



**Washoe County Law Library**  
**Meeting Room Use Policy**

The meeting rooms provided by the Washoe County Law Library are prioritized for Law Library and Court-related programs. They may be reserved or used by other individuals for legal-related matters when not otherwise reserved or in use.

By submitting a room reservation request, users agree to abide by all applicable laws and Law Library policies.

1. The Law Library staff is responsible for scheduling meetings in the meeting rooms.
2. Reservations and use of meeting rooms for non-Court staff must occur within posted operating hours of the Law Library.
3. The videoconference rooms are designated for attorneys and the public to attend videoconferences on legal-related matters. While videoconference use is prioritized, the rooms are available for small meetings or quiet study when not otherwise in use.
4. The videoconference rooms are reserved for the Lawyer in the Library programs; no other reservations will be scheduled during these times.
5. Recurring reservations are not available for non-Court staff.
6. Room reservations should be canceled as soon as possible if the space is no longer needed.
7. The user is responsible for keeping the room clean and restoring the room and furniture to its original setup. Failure to clean up will result in loss of room-use privileges.
8. Personal items are not to be left unattended. The Law Library is not responsible for items left behind, lost, or stolen.

**APPROVED:**  
**REVISED:**



# LAWYER IN THE LIBRARY PROGRAM PROTOCOL FOR VOLUNTEER LAWYERS

## THANK YOU FOR VOLUNTEERING!

The goal of *Lawyer in the Library* is to educate and equip members of the general public to address common legal issues and/or function within our legal system. By volunteering, you have pledged not to benefit ~~in any way~~ financially as a result of your participation. *You may not accept a program participant as a paying client.*

1. **PLEASE BE ON TIME.** *Lawyer in the Library* is from 5-7pm on Tuesday and Wednesday evenings. ~~All participants arrive at 4:25~~ Participants are asked to arrive at 4:45pm and are seen in order of arrival. By the time they are seen, ~~S~~ some participants have been waiting over an hour to ~~see~~ speak with you, so please try to be prompt. If it is your first time to volunteer, it is helpful if you can arrive 10 minutes early.
2. **CALLING PARTICIPANTS.** ~~When you are ready to see a participant, please call the appropriate number. If no one responds, simply move on to the next number. As you see participants, please put their numbered ping-pong ball in the container.~~ Law Library staff will take care of moving the participants in and out of your private Zoom breakout rooms.
3. **KEEP IT BRIEF.** Limit your discussions with each participant to ~~10 to~~ 15 minutes. Law Library staff will keep track of the time and will notify you when the time is up based on your preferred reminder method. ~~To be fair, please use a timer. The Law Library takes as many as 10 participants per evening per attorney.~~
4. **STAY ON TRACK.** Participants often will want to give you a number of personal details about their case. However, you may wish to politely remind them that in order to be fair to the other participants who are waiting, you only have time to focus on one major issue in the case.  
  
If the participant does not have a legitimate legal question or is in any way making you feel uncomfortable, do not hesitate to end the session early.
5. **KEEP IT SIMPLE.** Try not to use legal jargon. You will find a wide variety of education and comprehension levels, please adjust your consultation to the needs of each participant.
6. **MAKE REFERRALS WHEN APPROPRIATE.** ~~You will find a list of community resources and a participant referral sheet later in this binder. You may give these to participants to refer them to agencies that handle a variety of legal and other problems.~~ Law Library staff maintains a list of community resources. You may refer participants to agencies from the list, which handle a variety of legal and other problems.
7. **DO NOT DISCUSS CONFIDENTIAL INFORMATION.** ~~Please check the intake sheet for opposing party conflicts.~~ Law Library staff will email you the program sign-up sheet prior to the program. Please review the sheet for opposing party conflicts. Do not discuss parties involved or confidential or personal information with the participants. Identify, disclose, and avoid any potential conflict of interest.

8. **YOU MUST HAVE AN ACTIVE STATE BAR OF NEVADA LICENSE.** To volunteer, you must be licensed and in good standing with the State Bar of Nevada. Participation is limited to those attorneys who have no formal disciplinary complaints pending against them, and no disciplinary findings or sanctions within the last five years, unless otherwise approved by the Law Library Board of Trustees.

We appreciate your service.

If you have any questions, please do not hesitate to ask the Law Library staff.

## Acknowledgement

I acknowledge that I have read the Lawyer in the Library Protocol for Volunteer Lawyers, understood it, and agree to abide by it. I acknowledge that my participation in the Lawyer in the Library program is contingent upon following the Lawyer in the Library Protocol for Volunteer Lawyers.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**LAWYER IN THE LIBRARY PROGRAM  
APRIL - JUNE 2022**

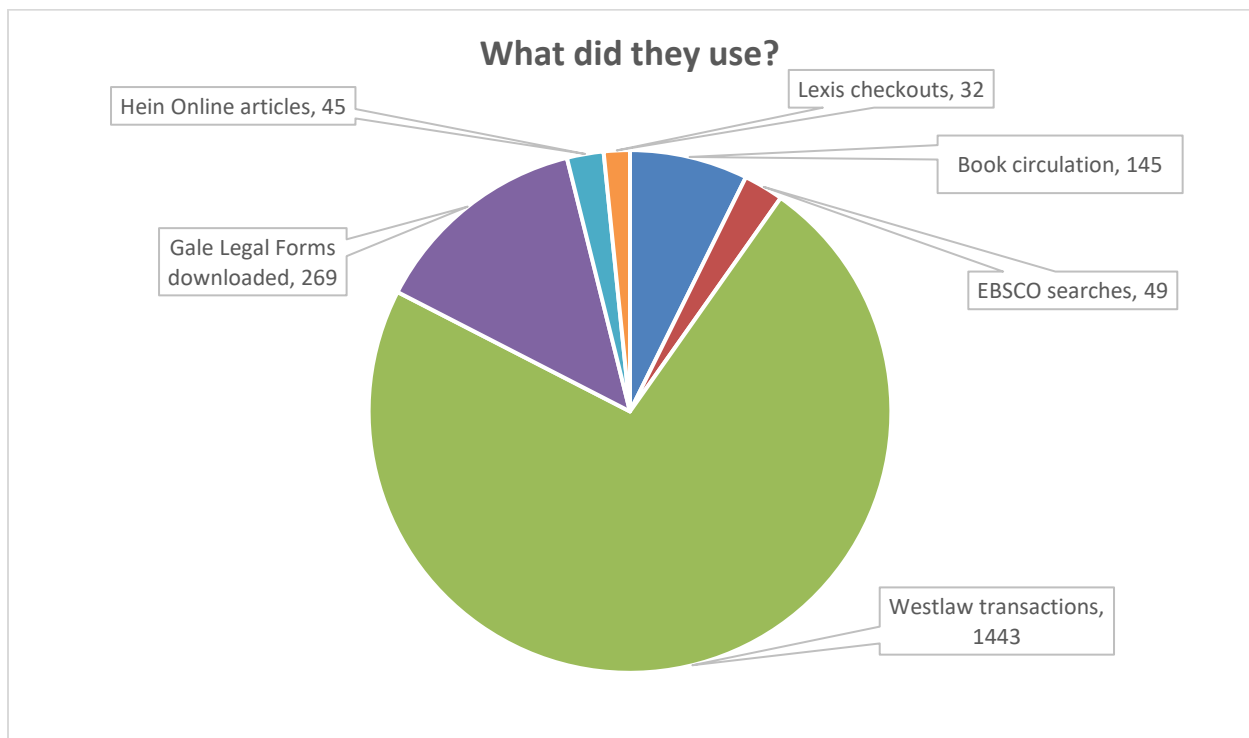
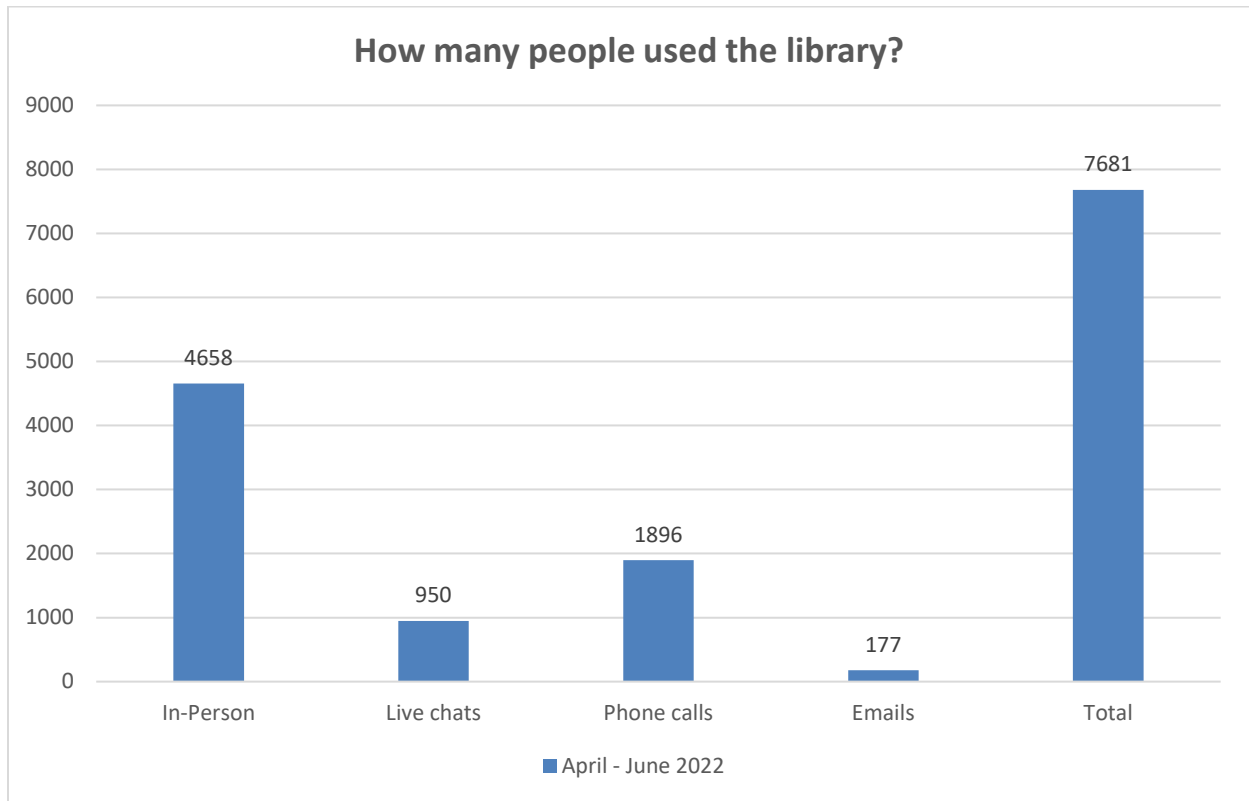
**New attorney volunteers are in bold.**

<b>DATE</b>	<b>ATTORNEYS</b>	<b># OF ATTENDEES</b>	<b># ON WAITLIST WHO WERE NOT CONTACTED</b>
APR 5, 2022	<b>Jowi Asmar</b> , Kathy Breckenridge, Max Stovall	18	0
APR 6, 2022	Kristen Matteoni, John Samberg	12	1 Probate
APR 12, 2022	Bronagh Kelly, Kevin Ryan	14	8 Family
APR 13, 2022	Michael Alonso	9	3 General
APR 19, 2022	Michael Roth, Max Stovall	15	8 Family
APR 20, 2022	Rost Olsen, Lance McKenzie	15	4 General
APR 26, 2022	Bronagh Kelly, Gary Silverman	13	10 Family
APR 27, 2022	John Samberg	7	0
May 2, 2022 (NNWLA)	<b>Jennifer McMenomy</b>	8	0
May 3, 2022 (NNWLA)	Brittany Cooper, <b>Nancy Moss Ghusn</b> , Kendra Jepsen, Bronagh Kelly, <b>Chloe McClintick</b> , <b>Sarah Molleck</b> , Courtney Miller O'Mara, Tehan Slocum	40	2 Family
May 4, 2022 (NNWLA)	Kathy Breckenridge, <b>Rebecca Carlson</b> , <b>Stephanie Funk</b> , Jennifer McMenomy, John Samberg, Jane Susskind	35	0
May 5, 2022 (NNWLA)	Kendra Bertschy, <b>Regina Bradley</b> , <b>Michelle Kazmar</b> , Bronagh Kelly	18	0
May 10, 2022	Kathy Breckenridge, Gary Silverman	14	3 Family
May 11, 2022	John Samberg	6	0
May 17, 2022	Mike Roth, Bronagh Kelly	14	2 Family
May 18, 2022	Michael Alonso, Jennifer McMenomy	16	0
May 24, 2022	Mike Roth, Gary Silverman	13	0
May 25, 2022	Rick Cornell	8	8 General
May 31, 2022	Kendra Jepsen, Jill Whitbeck	12	0
June 1, 2022	John Samberg, John White	12	1 Probate
June 7, 2022	Mike Roth, Tehan Slocum	10	0
June 8, 2022	Aaron Richter	8	7 General
June 14, 2022	Rost Olsen, Max Stovall	16	2 Family
June 15, 2022	Kristen Matteoni, Maddy Shipman	13	3 General
June 21, 2022	Mike Roth, Chad Pace	13	9 Family

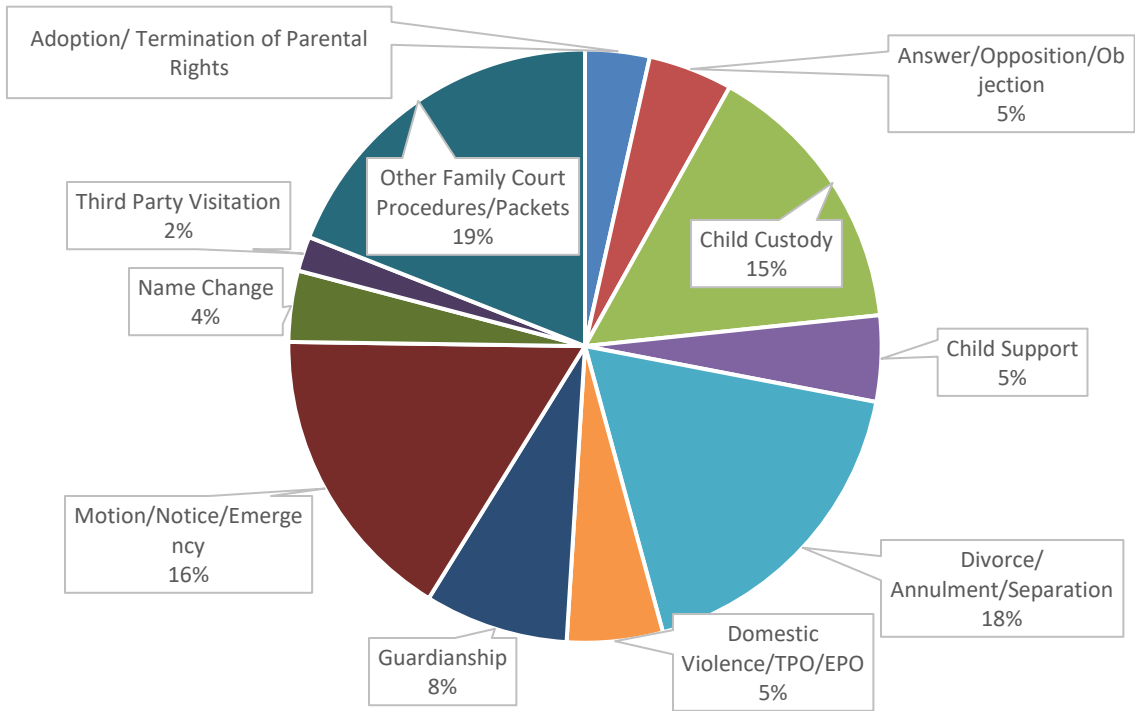
June 22, 2022	Matt Morris, Jane Susskind	11	0
June 28, 2022	Rost Olsen, Max Stovall	15	8 Family
June 29, 2022	Adam McMillen	7	2 General
<b>TOTAL</b>		<b>392</b>	<b>81*</b>

\*52 Family, 27 General, 2 Probate

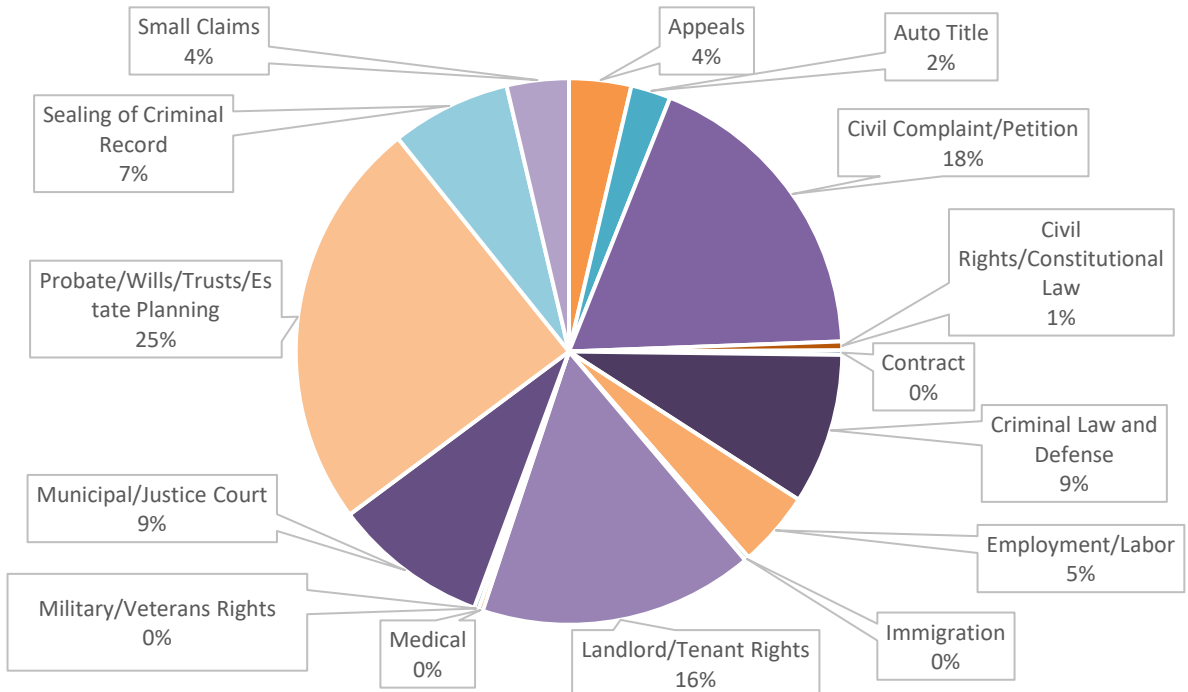
## Law Library Statistics: April – June 2022



## Family Questions



## Non-Family Questions



### Other Questions

