



Second Judicial District Court Washoe County Law Library

AMENDED AGENDA

Locations:

Washoe County Law Library

Virtual Zoom Meeting- Available at the Link Below

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, February 1, 2023, at 11:00 AM. This meeting will be held in the in the Robert Z. Hawkins Boardroom in the Washoe County Law Library at 75 Court St., Reno, NV 89501 in Room 101, as well as by videoconference. Members of the public may either attend in person, or via the ZOOM webinar by accessing the following link:

<https://washoecourts.zoom.us/j/98114115114?pwd=SFZKNK0JPL2Z2cINJQIJWaHM5NE56Zz09>

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.**

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 in person at the meeting, or by logging into the ZOOM webinar listed above. Members of the public may also submit public comments ahead of time via email to sarah.bates@washoecourts.us.

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. The agenda will be:

- 11:00 AM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of November 16, 2022. *For possible action.*
 4. Update regarding the Law Library, annual statistics, staffing, including Lawyer in the Library Update, 2022 statistics on volunteers and attendance.
 5. Welcome new Board member, Aurora Partridge.
 6. Nomination and Election for Law Library Board of Trustees Officer Positions of President and Secretary. *For possible action.*
 7. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. The Board may take action to modify or make recommendations regarding the project. *For possible action.*
 8. Recommendation to accept a donation of \$2903.64 from the Washoe County Bar Association to hold the annual lunch and awards ceremony to recognize and show appreciation for our Lawyer in the Library 2022 volunteers. *For possible action.*
 9. Recommendation to accept a donation of \$9,236.00 from the Washoe County Bar Association for the purchase of a one-year subscription to the HeinOnline database for both onsite and remote access, and the purchase of 20 books from the National Business Institute (NBI). *For possible action.*
 10. Board Comment – Limited to Announcements or Issues for Future Agendas
 11. Public Comments
 12. 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), 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

November 16, 2022

1. Roll Call

Board Members present:

Chief Judge Lynne Simons, Honorable Connie Steinheimer, Cortney Young, Kathi Lutsch and Mike Kattelman.

Honorable Tamatha Schreinert joined at 12:08p.m.

Also present were:

Sarah Bates, Washoe County Law Librarian, Assistant Court Administrator, Alicia Lerud, District Court Administrator and Clerk of the Court, and Trenton Ross, Deputy District Attorney

2. Public Comments:

None.

3. Approval of Minutes from Board Meeting of September 7, 2022. For Possible Action.

Deputy District Attorney, Trenton Ross noted he was listed twice in the minutes and asked that be corrected.

Motion to approve the minutes as amended was made by Chief Judge Simons and seconded by Judge Schreinert.

No discussion was had.

Motion passed unanimously.

4. Board Membership- Nomination and selection of one attorney member and one non-attorney member. Each applicant will have an opportunity to speak to the Board. For possible action.

The Board took up consideration of the attorney member application first. Trustee Kattelman spoke about his application and desire to continue serving. Trustee Young made a motion to send Trustee Kattelman's application to the Board of County Commissioners for approval as the attorney candidate for the Board. That motion was seconded by Trustee Lutsch.

No discussion was had. The motion passed unanimously. Trustee Kattelman abstained from the vote.

Next, the Board took up consideration of the non-attorney applicants. Judge Steinheimer thanked Trustee Lutsch for her service and contributions to the Board.

The Board heard from all applicants individually. Applicant Dale Way withdrew his application from consideration.

After hearing from the applicants, the Board considered each and Judge Schreinert commented that she was pleased to have so much interest in the position. Judge Schreinert then made a motion to send Aurora Partridge's application to the Board of County Commissioners for approval and appointment to the Law Library Board of Trustees. The motion was seconded by Trustee Lutsch.

Chief Judge Simons made comments related to the distinction in library systems and inquired as to new board member training.

Trustee Kattelman remarked that he was also pleased by the quality of the candidates and noted that there are other ways for people to get involved with the Board should they not be chosen as a Board member.

Judge Steinheimer called for the question and asked that the motion be repeated. Trustee Young repeated the motion to the Board and Judge Steinheimer called for the vote. No further discussion was had.

Motion passed unanimously.

5. Update regarding Lawyer in the Library Volunteer Recognition Event.

The event will be held on February 1, 2023, in person. Library staff is moving forward with planning and WCBA has approved the budget for the event. Cherry Bomb Catering will be providing the food again this year. The Board discussed logistics of the event.

No action was taken.

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.

Judge Steinheimer started by thanking Trustee Kattelman for his work on these videos and expressed gratitude for his efforts. Judge Schreinert wished to also thank Trustee Kattelman for his work on the videos and commented that she believed the length of the videos may be a concern. She noted that she enjoyed the conversational style best.

Chief Judge Simons echoed the comments of Judge Steinheimer and Judge Schrienert. She also had concerns over the length and suggested shorter chapters as a potential solution. Chief Judge Simons also noted a concern about diversity in the videos to ensure that those speaking look like our community. Trustee Kattelman agreed and noted that he has a potential solution for that.

Trustee Young similarly thanked Trustee Kattelman for his work and agreed with Chief Judge Simons that chapters could be a solution to the length concern. Trustee Young also noted concerns that differently abled people in the community be considered when making the content and proposed closed captioning to accompany the spoken portions of the videos. Additionally, Trustee Young commented that legal jargon or legalese may not be appropriate for self-represented persons.

Trustee Lutsch echoed the comments of Trustee Young.

Judge Steinheimer commented that our self-help packets are written for a certain reading level and that should be considered as we move forward with these materials as well.

Trustee Kattelman thanked the Board for their input.

No action taken.

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

The Board considered the proposed dates for the year 2023. Ms. Bates noted that the February time should be a.m. not p.m. and Judge Steinheimer asked if that would be in person.

With those changes, the Board approved the dates unanimously.

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

Judge Schreinert thanked the library staff for all of their hard work and noted her appreciation.

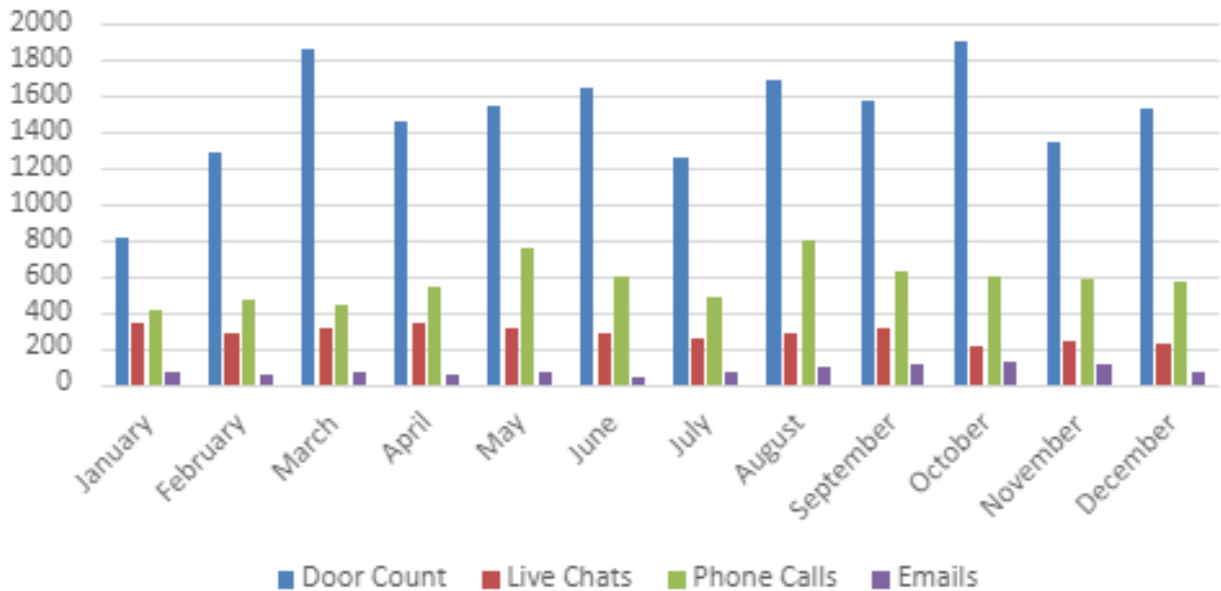
Judge Steinheimer thanked Trustee Lutsch again for her service and dedication to the Board over the years and relayed that she was a valued member and will be missed.

10. Public Comment.

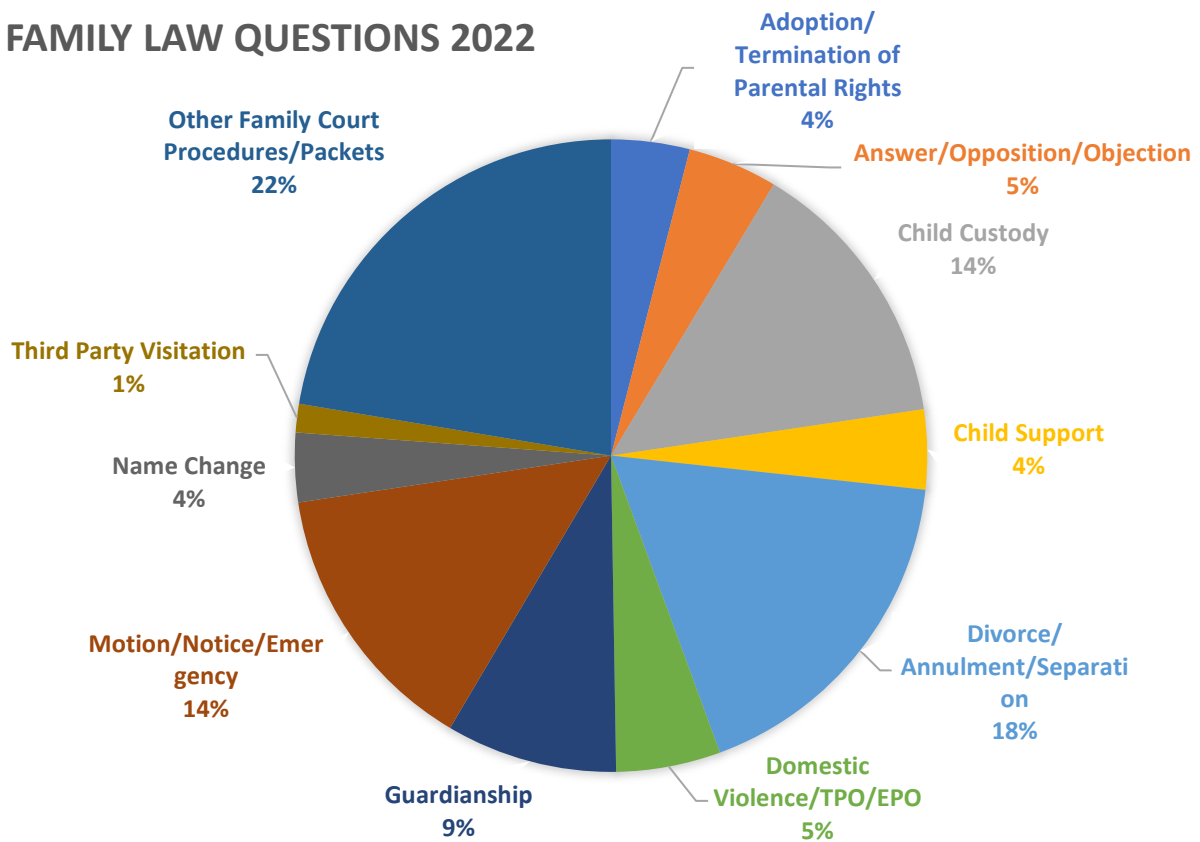
None.

11. Adjournment at 12:53 p.m.

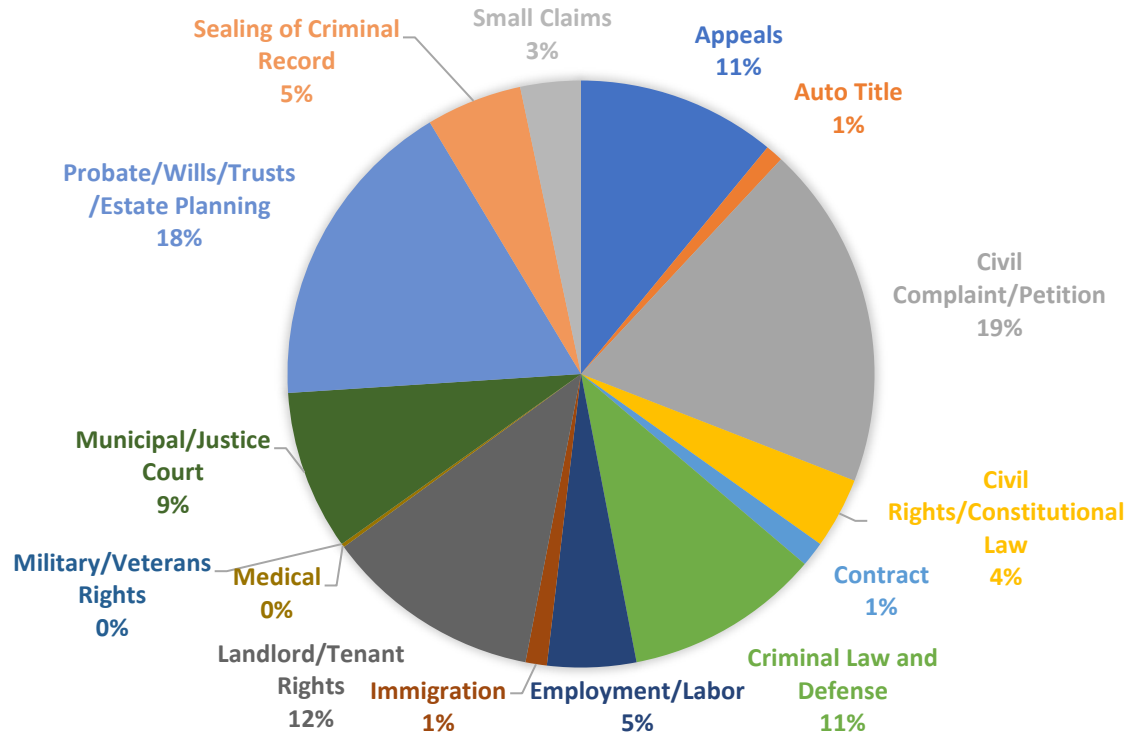
Law Library Statistics 2022



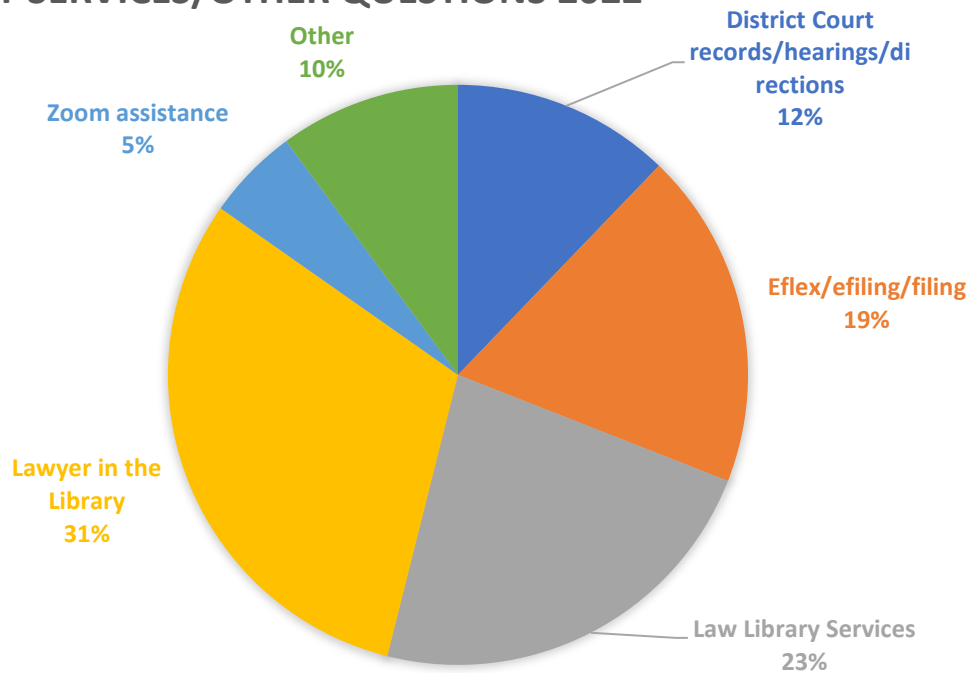
FAMILY LAW QUESTIONS 2022



NON-FAMILY QUESTIONS 2022



LIBRARY SERVICES/OTHER QUESTIONS 2022



In-person Visits

January	821
February	1,287
March	1,859
April	1,465
May	1,543
June	1,650
July	1,261
August	1,684
September	1,569
October	1,902
November	1,344
December	1,529
TOTAL	17,914

Phone calls

January	409
February	472
March	447
April	545
May	758
June	593
July	487
August	807
September	632
October	606
November	580
December	573
TOTAL	6,909

Emails

January	73
February	52
March	66
April	58
May	74
June	45
July	69
August	91
September	117
October	125
November	105
December	64
TOTAL	939

Chats

January	340
February	277
March	313
April	345
May	318
June	287
July	257
August	284
September	309
October	210
November	236
December	220
TOTAL	3396

Reference Questions Answered

January	1,009
February	885
March	1,167
April	1,091
May	1,229
June	934
July	1,224
August	1,595
September	1,099
October	1,207
November	1,031
December	1,109
TOTAL	13,580

Books Checked Out + In-house Use

January	56
February	67
March	157
April	47
May	72
June	26
July	43
August	33
September	25
October	235
November	61
December	41
TOTAL	863

Lexis Checkouts

January	3
February	12
March	9
April	10
May	10
June	12
July	2
August	23
September	12
October	21
November	6
December	11
TOTAL	131

Westlaw Transactions

January	404
February	312
March	463
April	315
May	723
June	405
July	145
August	163
September	303
October	458
November	226
December	362
TOTAL	4,279

EBSCO Total Searches

January	13
February	57
March	14
April	10
May	26
June	13
July	31
August	26
September	7
October	16
November	11
December	41
TOTAL	265

GALE Legal Forms Downloaded

January	19
February	24
March	34
April	233
May	30
June	6
July	28
August	71
September	24
October	11
November	7
December	6
TOTAL	493

Hein Online Articles

January	0
February	24
March	1
April	0
May	45
June	0
July	5
August	2
September	0
October	0
November	2
December	4
TOTAL	83

**LAWYER IN THE LIBRARY PROGRAM
TOTALS 2022**

Attorney Sessions	New Attorneys	# Attendees	# on waitlist not contacted
197	17	1,308	424 (Family 226, General 180, Probate 18)

**LAWYER IN THE LIBRARY PROGRAM
2022**

New volunteer attorneys are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED
JAN 4, 2022	Gary Silverman/Tehan Slocum	13	1 Family
JAN 5, 2022	Jane Suskind /Tim Summers	12	2 General
JAN 11, 2022	Rost Olsen/Max Stovall	13	0
JAN 12, 2022	Colton Loretz	7	2 General
JAN 18, 2022	Kathy Breckenridge/Gary Silverman	14	0
JAN 19, 2022	Matt Morris/John White	13	3 Probate
JAN 25, 2022	Kendra Jepsen/Jonathan King	13	0
JAN 26, 2022	Madelyn Shipman	8	7 General
FEB 1, 2022	Elizabeth Bittner/Max Stovall	13	4 Family
FEB 2, 2022	Adam McMillen/Tim Summers	14	0
FEB 8, 2022	Max Stovall/Travis Clark	14	0
FEB 9, 2022	Colton Loretz	6	2 General
FEB 15, 2022	Jonathan King/Rost Olsen	15	5 Family
FEB 16, 2022	Matt Morris/John White	10	5 General/ 1 Probate
FEB 22, 2022	Kendra Jepsen/Tehan Slocum	15	1 Family
FEB 23, 2022	Matt Morris	8	3 General
MAR 1, 2022	Janet Traut/Bryan Carpenter	15	2 Family
MAR 2, 2022	Madelyn Shipman/Robert Broili	12	11 General
MAR 8, 2022	Gary Silverman/Bronagh Kelly	14	9 Family
MAR 9, 2022	Colton Loretz	8	3 General
MAR 15, 2022	Kathy Breckenridge/ Chad Pace	16	0
MAR 16, 2022	Kristen Matteoni/ John Samberg	15	6 General
MAR 22, 2022	Mike Roth/Bronagh Kelly	13	0
MAR 23, 2022	Matt Morris/Jane Suskind	11	3 General
MAR 29, 2022	Kendra Jepsen/Janet Traut	14	3 Family
MAR 30, 2022	Matt Morris/Colton Loretz	8	2 General

APR 5, 2022	Jowi Asmar , 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)	Jennifer McMenemy	8	0
MAY 3, 2022 (NNWLA)	Brittany Cooper, Nancy Moss Ghusn , Kendra Jepsen, Bronagh Kelly, Chloe McClintick , Sarah Molleck , Courtney Miller O'Mara, Tehan Slocum	40	2 Family
MAY 4, 2022 (NNWLA)	Kathy Breckenridge, Rebecca Carlson , Stephanie Funk , Jennifer McMenemy, John Samberg, Jane Susskind	35	0
MAY 5, 2022 (NNWLA)	Kendra Bertschy, Regina Bradley , Michelle Kazmar , 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 McMenemy	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
JUN 1, 2022	John Samberg, John White	12	1 Probate
JUN 7, 2022	Mike Roth, Tehan Slocum	10	0
JUN 8, 2022	Aaron Richter	8	7 General
JUN 14, 2022	Rost Olsen, Max Stovall	16	2 Family
JUN 15, 2022	Kristen Matteoni, Maddy Shipman	13	3 General
JUN 21, 2022	Mike Roth, Chad Pace	13	9 Family
JUN 22, 2022	Matt Morris, Jane Susskind	11	0
JUN 28, 2022	Rost Olsen, Max Stovall	15	8 Family
JUN 29, 2022	Adam McMillen	7	2 General
JUL 5, 2022	Mike Roth, Max Stovall	11	3 Family
JUL 6, 2022	Audrey Damonte, Colton Loretz	12	0
JUL 12, 2022	Rost Olsen, Kevin Ryan	15	4 Family
JUL 13, 2022	Ron Dreher , Elizabeth Lopez	8	4 General

JUL 19, 2022	Elizabeth Bittner, Kendra Jepsen, Max Stovall	20	0
JUL 20, 2022	Kristen Matteoni, Chad Pace	16	8 General
JUL 26, 2022	Chloe McClintick, Rost Olsen	14	10 Family
JUL 27, 2022	Colton Loretz	8	6 General
AUG 2, 2022	Jessica Barry , Max Stovall	16	4 Family
AUG 3, 2022	Michael Alonso, Jennifer McMenemy	13	6 General
AUG 9, 2022	Chloe McClintick, Tehan Slocum	16	9 Family
AUG 10, 2022	John Samberg	8	5 General
AUG 16, 2022	Gary Silverman, Max Stovall	13	0
AUG 17, 2022	Rost Olsen, Brian Saeman	17	2 General, 1 Probate
AUG 23, 2022	Chad Pace, Mike Roth	14	9 Family
AUG 24, 2022	Elizabeth Lopez	8	1 General
AUG 30, 2022	Mike Roth, Gary Silverman	11	10 Family
AUG 31, 2022	Adam Hosmer-Henner, Dane Littlefield	15	0
SEPT 6, 2022	Joel Barber , Max Stovall	16	0
SEPT 7, 2022	Madelyn Shipman, John White	12	1 General, 2 Probate
SEPT 13, 2022	Elizabeth Bittner, Chloe McClintick	16	9 Family
SEPT 14, 2022	Rick Cornell	8	5 General
SEPT 20, 2022	Chad Pace, Max Stovall	16	18 Family
SEPT 21, 2022	Robert Broili, John Samberg	15	5 General, 2 Probate
SEPT 27, 2022	Mike Roth, Gary Silverman	12	8 Family
SEPT 28, 2022	Matt Morris	8	4 General
OCT 4, 2022	Mike Roth, Max Stovall	13	3 Family
OCT 5, 2022	Michael Alonso, John White	14	9 General, 3 Probate
OCT 11, 2022	Chad Pace, Kevin Ryan	15	0 Family
OCT 12, 2022	Michael Alonso	8	7 General
OCT 18, 2022	Gary Silverman, Max Stovall	13	4 Family
OCT 19, 2022	Daniel Hershkowitz , Maddy Shipman	14	8 General
OCT 25, 2022	Kendra Jepsen, Gary Silverman	14	5 Family
OCT 26, 2022	Russell Carr , Rick Cornell	12	0 General
NOV 1, 2022	Jill Whitbeck	7	14 Family
NOV 2, 2022	Jennifer McMenemy, John Samberg	14	7 General
NOV 8, 2022	Kathy Breckenridge, Chad Pace	13	1 Family
NOV 9, 2022	Adam McMillen, Matt Morris	12	6 General

NOV 15, 2022	Gary Silverman, Max Stovall	11	8 Family
NOV 16, 2022	Russ Carr, Courtney Miller O'Mara	9	2 Probate, 6 General
NOV 29, 2022	Kendra Jepsen, Mike Roth	13	5 Family
NOV 30, 2022	Adam McMillen	8	1 General
DEC 6, 2022	Gary Silverman, Max Stovall	13	10 Family
DEC 7, 2022	Jennifer McMenemy, John Samberg	15	11 General, 1 Probate
DEC 13, 2022	Chad Pace, Mike Roth	15	2 Family
DEC 14, 2022	Maddy Shipman	8	3 General
DEC 20, 2022	Gary Silverman	7	13 Family
DEC 21, 2022	Kristen Matteoni, Matt Morris, John White	16	1 Probate, 2 General