



## 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 6, 2023, 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.**

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 via Zoom or by dialing into the meeting by telephone. To provide public comment via Zoom, log into the ZOOM webinar at the above link and utilize the "Raise Hand" feature during any public comment period. To provide public comment via telephone only, attend the meeting via phone at the above telephone number, and then press \*9 to "Raise Hand" and \*6 to mute/unmute. Members of the public may also submit public comments ahead of time via email to [sarah.bates@washoecourts.us](mailto:sarah.bates@washoecourts.us) no later than 4:00 p.m. on the day before the meeting.

**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 of May 24, 2023. *For possible action.*
  4. Update regarding the Law Library including statistics, Lawyer in the Library, staffing, new Children’s Corner, and renaming of the Lawyer in the Library Volunteer of the Year Award.
  5. 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.*
  6. Discussion regarding and possible action regarding approval of a Memorandum of Understanding (MOU) between the Board of Trustees for the Washoe County Law Library and the Second Judicial District Court addressing their roles in the day-to-day operation of the Law Library. *For possible action.*
  7. Discussion regarding and possible action to approve updated version of the Patron Conduct Policy, which includes reformatting, a clean-up of redundant language, and an additional section addressing unsupervised minors in the Law Library. *For possible action.*
  8. Discussion regarding and possible action to accept a “travel-to-training” grant award of approximately \$1,258 provided by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records to be used for one employee to attend the Western Pacific Chapter of the American Association of Law Libraries Annual Conference in San Diego, CA in September 2023. *For possible action.*
  9. Discussion regarding and possible action to accept a grant award of \$41,479.00 provided by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records. Funding is to be used for upgrading the public computer network infrastructure, including replacing the internet wiring with faster cat6 cable, network switch, and data locations and patch panels for the Law Library’s public computers. *For possible action.*
  10. Discussion regarding scheduling the 2023 Lawyer in the Library Volunteer Appreciation lunch for February 7, 2024, and approving an approximate cost of \$4,300 from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada for food, volunteer awards, and other costs related to the event. *For possible action.*

11. Discussion regarding and possible action to approve approximately \$150 from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada to purchase USB drives for public distribution. *For possible action.*
12. Board Comment – Limited to Announcements or Issues for Future Agendas
13. Public Comments
14. 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>.