



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 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. 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>.

Item 3 – Meeting Minutes from May 23, 2023 Special Meeting

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Special Meeting Minutes

May 24, 2023

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Cortney Young, Aurora Partridge, and Patricia Halstead

Mike Kattelman joined at 12:06 p.m.

Also present were:

Sarah Bates, Washoe County Law Librarian, and Lindsay Lidell, Deputy District Attorney, Washoe County District Attorney's Office

Absent:

Chief Judge Lynne Simons, and Honorable Tamatha Schreinert.

2. Public Comments:

None.

3. Approval of Minutes from Board Meeting of May 3, 2023. For Possible Action.

No corrections were noted. Trustee Young made a motion to approve the minutes. Trustee Halstead seconded the motion.

No discussion was had.

Motion passed unanimously.

4. Discussion regarding and possible action to accept the Law Library account from the Washoe County Bar Association [approximately \$95,000.00] and relocate the fund to the Community Foundation of Northern Nevada. For Possible Action.

Ms. Bates explained the item and noted that the requested documents were provided to the Board. Trustee Young made a motion to accept the funds from the Washoe County Bar Association and relocate the funds to the Community Foundation of Northern Nevada. Trustee Halstead seconded the motion.

No further discussion was had.

Motion Passed unanimously.

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

None.

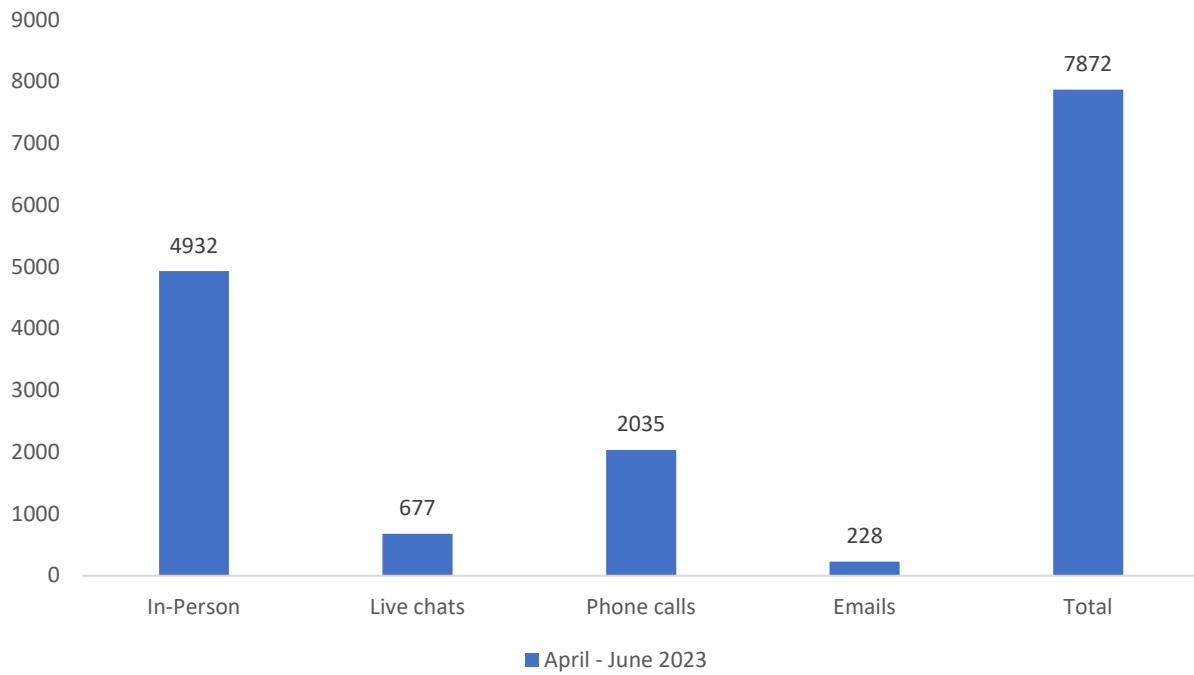
10. Public Comment.

None.

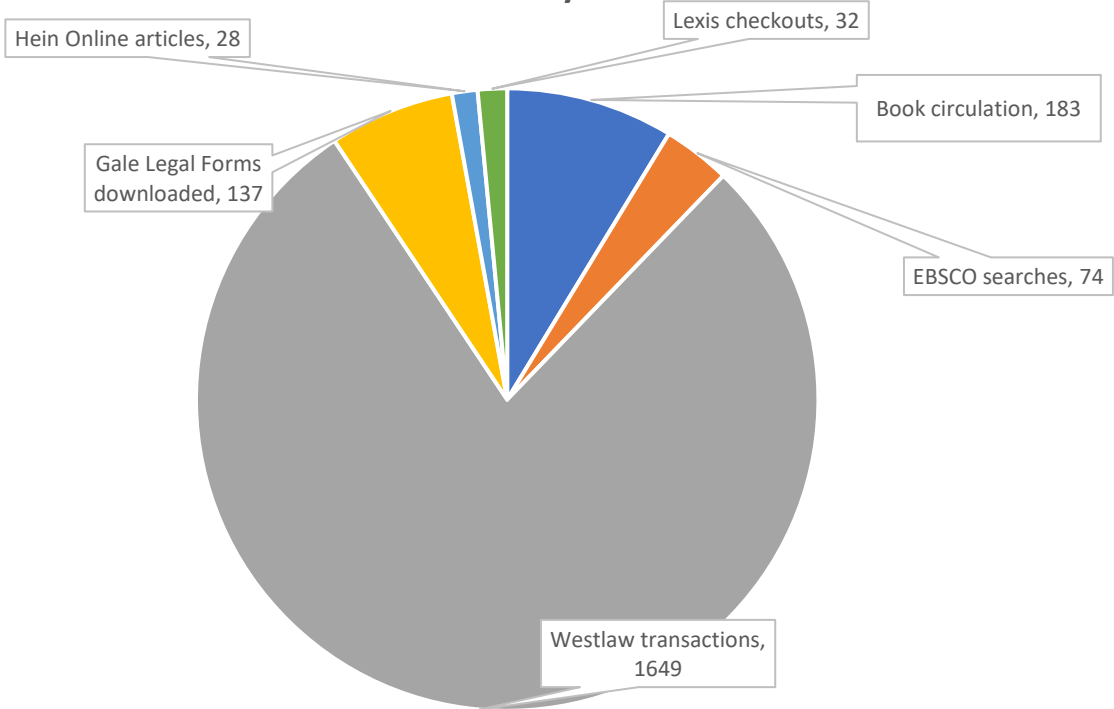
11. Adjournment at 12:07 p.m.

Item 4 – Statistics for April – June 2023

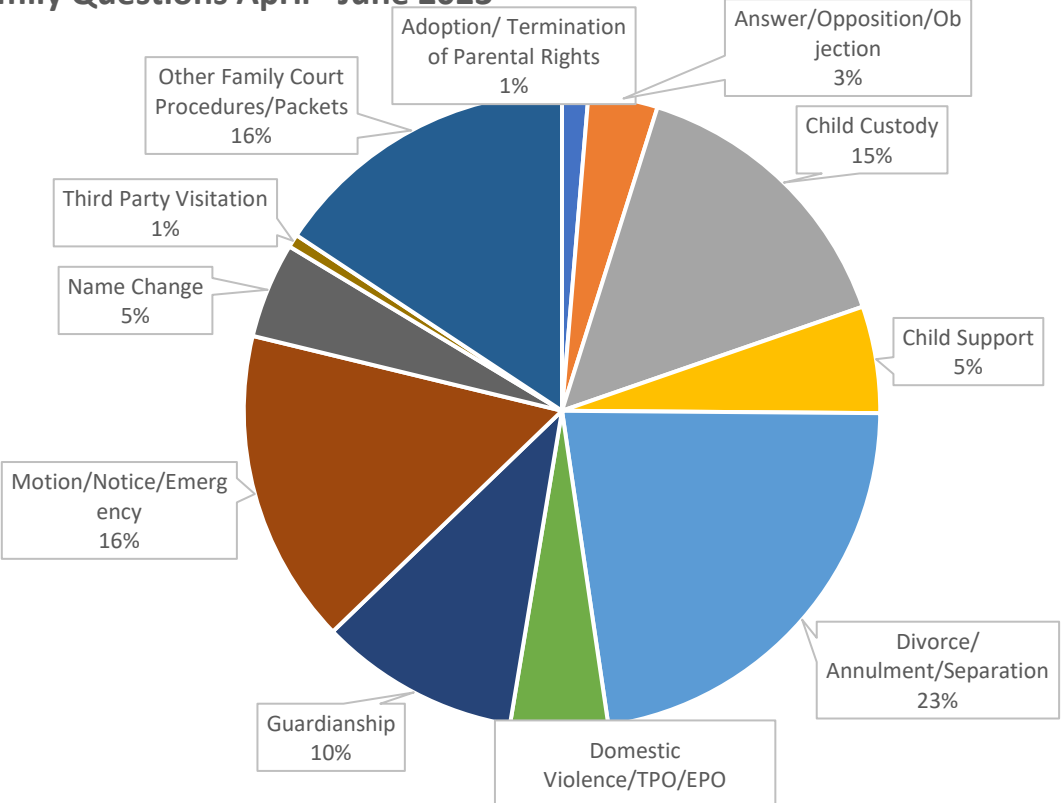
How many people used the library?



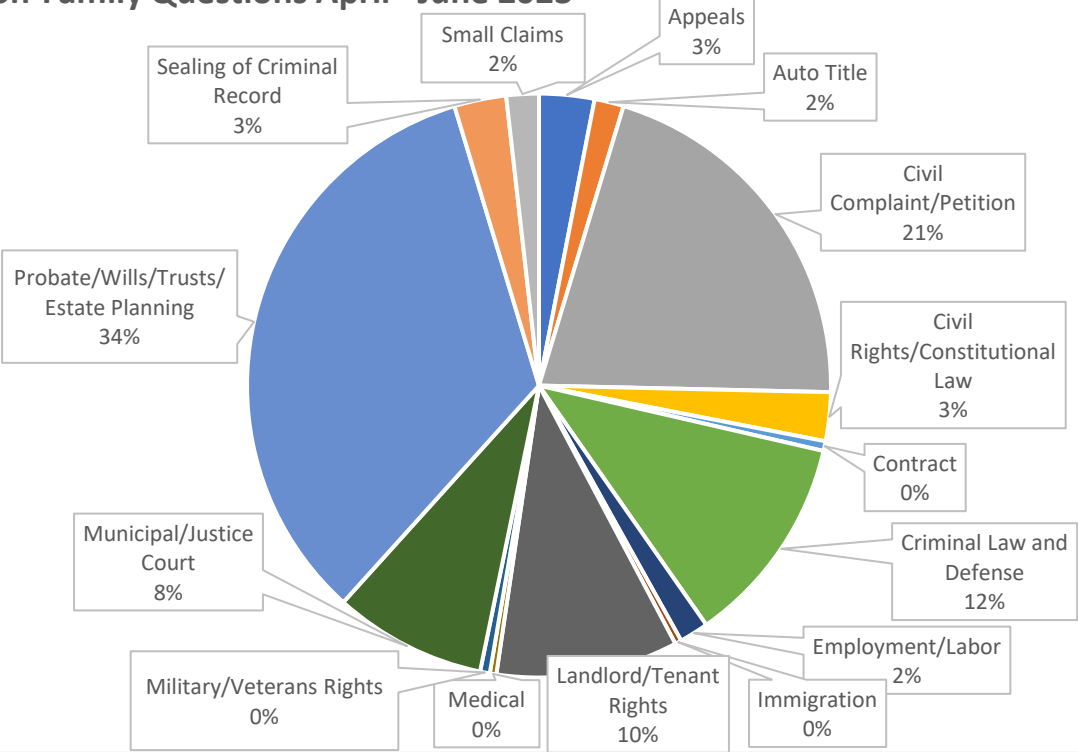
What did they use?



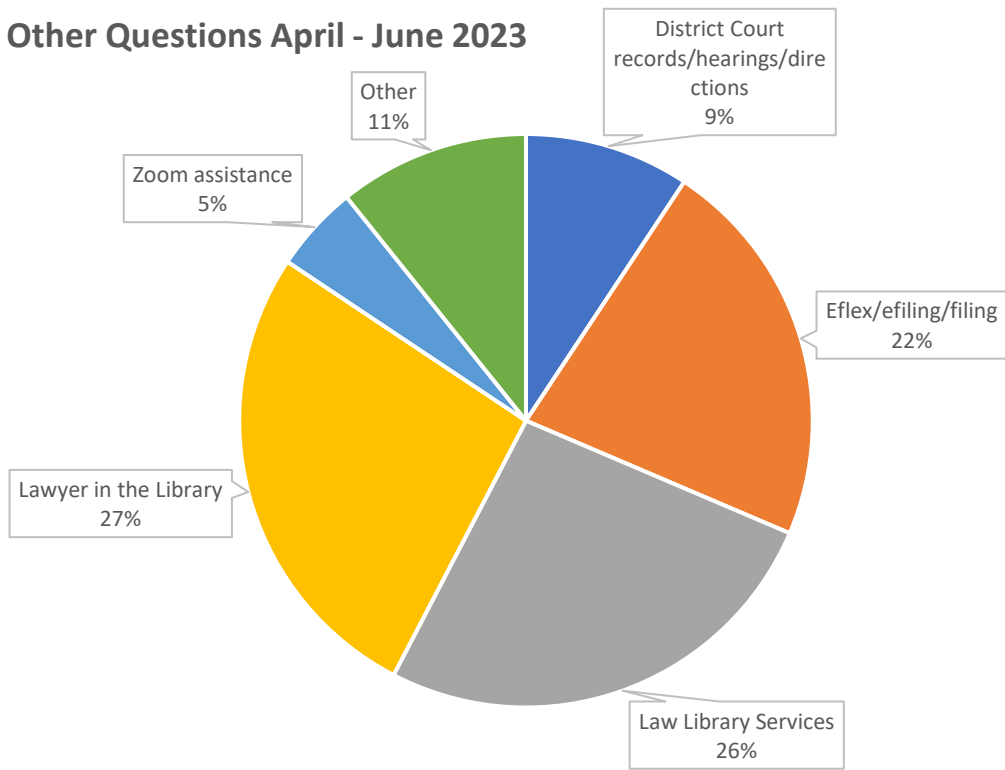
Family Questions April - June 2023



Non-Family Questions April - June 2023



Other Questions April - June 2023



**LAWYER IN THE LIBRARY PROGRAM
APRIL - JUNE 2023**

New attorney volunteers are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
APR 4, 2023	Kendra Jepsen, Max Stovall	17	2 Family
APR 5, 2023	Philip Mannelly, Emily Mansoor , Maddy Shipman	17	0
APR 11, 2023	Kathy Breckenridge, Travis Clark	16	9 Family
APR 12, 2023	Russ Carr	8	9 General
APR 18, 2023	Gary Silverman, Tehan Slocum, Janet Traut	15	10 Family
APR 19, 2023	Rick Cornell, Jennifer McMenemy, Courtney Miller O'Mara	16	9 General
APR 25, 2023	Gary Silverman, Jill Whitbeck	14	1 Family
APR 26, 2023*	Adam Hosmer-Henner, Jennifer McMenemy	15	6 General
MAY 1, 2023 LAW DAY (NNWLA)	Elizabeth Bittner, Brie Collings , Brittany Cooper, Anthony Gold , Erin Grieve , Kendra Jepsen, Bronagh Kelly, Patricia Lynch , Emily Mansoor, Laury Macauley , Jenny McMenemy, Ann Morgan, Samantha Reviglio , Chandeni Sendall , Jill Whitbeck	76	0
MAY 2, 2023	Rost Olsen, Max Stovall	15	0
MAY 3, 2023	Jennifer McMenemy, John Samberg	12	9 General
MAY 9, 2023	Kendra Jepsen, Gary Silverman	14	6 Family
MAY 10, 2023	Matt Morris	9	4 General
MAY 16, 2023	Mike Roth, Max Stovall	14	14 Family
MAY 17, 2023	Emily Mansoor, Maddy Shipman	16	0
MAY 23, 2023	Joel Barber, Lisa Fraas , Tehan Slocum	22	12 Family
MAY 24, 2023	Rick Cornell	8	2 General
MAY 30, 2023	Monica Cafferatti , Brittany Cooper	15	4 Family
MAY 31, 2023*	Kristen Matteoni, Jennifer McMenemy, Adam McMillen	18	0

JUNE 6, 2023	Kendra Jepsen, Max Stovall	18	2 Family
JUNE 7, 2023	Emily Mansoor, John Samberg	16	9 (2 Probate, 7 General)
JUNE 13, 2023	Joel Barber, Alex Velto	17	3 Family
JUNE 14, 2023	Russ Carr	7	10 General
JUNE 20, 2023	Mike Roth, Tehan Slocum	14	6 Family
JUNE 21, 2023	Daniel Hershkowitz, Matt Morris	14	4 Probate
JUNE 27, 2023	Gary Silverman, Max Stovall	14	1 Family
JUNE 28, 2023*	Michael Crisostomo , Jennifer McMenemy, Matt Morris	15	1 General
TOTAL	68	452	133 (70 Family, 57 General, 6 Probate)

* New Landlord/Tenant Program

Item 4 - Child using Children's Corner



Item 6 – Memorandum of Understanding (MOU) Draft

**MEMORANDUM OF UNDERSTANDING BETWEEN
BOARD OF TRUSTEES (BOT) FOR THE
WASHOE COUNTY LAW LIBRARY
AND
THE SECOND JUDICIAL DISTRICT COURT
(DISTRICT COURT)
September 6, 2023**

This Memorandum of Understanding (MOU) is entered into by and between the Board of Trustees (BOT) for the Washoe County Law Library and the Second Judicial District Court (District Court) for the management of the Washoe County Law Library (Law Library) and replaces any prior MOU between the BOT and the District Court.

I. PURPOSE

- A. To outline the understanding of the parties relating to the day-to-day operations and management of the Law Library.

II. OBJECTIVES

- A. The parties desire to maintain the excellent services and efficient management of the day-to-day operations offered by the Law Library, as well as benefit from an arrangement that has been working well since 2012.

III. MUTUAL RESPONSIBILITIES

- A. The District Court shall oversee the daily operations and activities of the Law Library.
- B. Persons employed to staff the Law Library shall be employees of the District Court and subject to the policies and procedures of the District Court.
- C. All of the assets of the Law Library whether owned by the Law Library or assigned through Washoe County to the Library for use, shall be accounted for by the District Court. The District Court shall assume responsibility for maintenance, operation and management of those assets and shall make periodic reports to the Board of Trustees on the status of the assets.
- D. The BOT shall work with the District Court to formulate and adopt strategic plans and goals for the Law Library. The District Court shall be responsible for implementation of these plans with approval of the Board of Trustees. The Board of Trustees shall continue to manage and govern the Law Library pursuant to the powers granted in NRS 380.100. It is the desire of the Trustees and the Court to utilize the expertise and availability of the District Court bench, administration, and staff to manage the assets and staff of the Law Library in order to achieve the strategic plans and goals for the Law Library.

IV. GENERAL PROVISIONS

- A. PERFORMANCE MEASURES AND PARTICIPATION. In this MOU, participation by the parties shall be voluntary and consensual. The parties shall review, and if necessary, revise this MOU in order to achieve the purposes and objectives of this agreement.
- B. EFFECTIVE TERM. This MOU shall be in effect from the date of its approval by all parties. It shall remain in effect indefinitely, unless formally terminated by any of the signatories, but only after ninety (90) days written notice to the others of their intention to do so. Termination of this MOU shall not relieve any party from their responsibility to comply with applicable local, state, or federal laws and regulations.
- C. AMENDMENTS. Amendments to this MOU may be proposed at any time by a signatory and shall be effective upon approval by both parties to this MOU.
- D. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

BOARD OF TRUSTEES FOR WASHOE COUNTY LAW LIBRARY,
PRESIDENT

SECOND JUDICIAL DISTRICT COURT, COURT ADMINISTRATOR

Approved and Adopted this _____ day of September, 2023.

WASHOE COUNTY LAW
LIBRARY BOARD OF TRUSTEES

SECOND JUDICIAL DISTRICT
COURT

President, Law Library Board of Trustees

Court Administrator and Clerk of Court

Item 7 – Current and Proposed Patron Conduct Policy

Policy Area:	Patron Conduct-3
Effective Date:	09/08/2016
Revised Date:	09/07/2016
Review Date:	09/07/2016

POLICY AND PROCEDURE

1. **Title:** Patron Conduct Policy – Law Library
2. **Purpose:** The Law Library is a place for the public to conduct legal research and writing. Patrons are to engage in behavior that is respectful and does not interfere with the rights of other patrons to use the Law Library and its resources. All patrons are expected to comply with the Patron Conduct Policy.
3. **Policy:** The policy informs patrons of appropriate conduct while visiting the Law Library. It also describes inappropriate behavior and the consequences resulting from such behavior.
4. **Scope and Applicability:** Law Library staff is able to reference this policy to maintain a quiet and safe environment for everyone.
5. **Definitions:** Not Applicable.
6. **Law:** Washoe County Code 80.520. Soliciting on county property.
 1. Except as provided in subsection 2, it is unlawful for any person to solicit or offer to sell any goods, merchandise or services on any property owned or being leased or rented by Washoe County.
 2. Subsection 1 does not apply to a vendor of goods or services who is present on the property pursuant to:
 - (a) Permission from the head of the department having control of the property, if the vendor's presence is for the purpose of holding a special event; or
 - (b) A concession granted by the board of county commissioners.[Added by Ord. No. 696; Renumbered in codification]
7. **Procedures:**
 - a. The Law Library is a place for the public to conduct legal research and writing. Patrons are to engage in behavior that is respectful and does not interfere with the rights of other patrons to use the law library. All users are expected to comply with the Patron Conduct Policy.
 - b. By entering the library, patrons agree to comply with the Patron Conduct Policy and all applicable laws, codes, and policies.
 - c. Patrons are expected to conduct themselves in a respectful and courteous manner towards other library users and the law library staff.
 - d. Patrons shall not engage in any behavior that directly or indirectly violates or restricts the rights of other patrons to use the law library or the ability of law library personnel to serve the public.
 - e. Patrons shall not disturb other patrons by inappropriate behavior, including but not limited to, harassing other patrons or law library staff, unwanted physical contact, causing the discomfort of another person, engaging in noisy or boisterous activities,

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

Policy Area:	Patron Conduct-3
Effective Date:	09/08/2016
Revised Date:	09/07/2016
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POLICY AND PROCEDURE

making gestures at others, playing audio equipment so that others can hear it and singing or talking loudly.

- f. Patrons shall not engage in combative or threatening behavior towards other patrons or law library staff.
- g. Patrons shall not engage in behavior that could compromise the safety of themselves or others.
- h. Patrons whose bodily hygiene is offensive shall be required to leave the law library.
- i. Patrons shall not lie down, doze or sleep in any area of the law library.
- j. Patrons shall not damage law library materials, furniture, equipment or other property.
- k. Patrons shall not bring a weapon into or possess a weapon in the law library.
- l. The sale or possession of alcoholic beverages or drugs is prohibited in the law library.
- m. Soliciting donations of money or anything of value, and/or selling or taking orders for anything of value, is prohibited by Washoe County Code 80.520.
- n. Patrons shall not use skateboards, bicycles, scooters, roller shoes, roller skates or rollerblades in the law library. Bicycles shall be parked outside of the courthouse. Law enforcement officers may be exempt from this rule.
- o. Patrons shall not bring shopping carts, bedrolls, multiple or cumbersome carrying cases into the law library.
- p. Patrons shall be courteous when using a cell phone. Law Library personnel may request any patron discontinue use of their cell phone or step outside the library for the duration of the call, with or without reason.
- q. Patrons shall be courteous and wait their turn.
- r. Law Library personnel may exclude any patron at any time for violation of this policy.
- s. **VIOLATION OF THESE REGULATIONS MAY RESULT IN THE SUSPENSION OF LIBRARY PRIVILEGES AND/OR INTERVENTION BY LAW ENFORCEMENT.**

8. **Approved By:** Washoe County Law Library Board of Trustees
End of Policy

SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA
WASHOE COUNTY



Washoe County Law Library
Patron Conduct Policy

The Law Library is a place for the public to conduct legal research and writing. Patrons are to engage in behavior that is respectful and does not interfere with the rights of other patrons to use the Law Library and its resources. By entering the library, patrons agree to comply with the Patron Conduct Policy and all applicable laws, codes, and policies.

Prohibited Behavior:

- a. Any behavior that directly or indirectly violates or restricts the rights of other patrons to use the law library or the ability of law library personnel to serve the public.
- b. Disturbing other patrons by inappropriate behavior, including but not limited to, harassing other patrons or staff, unwanted physical contact, causing the discomfort of another person, engaging in noisy or boisterous activities, making gestures at others, playing audio equipment so that others can hear it, and singing or talking loudly.
- c. Combative or threatening behavior towards other patrons or staff.
- d. Any behavior that could compromise the safety of themselves or others.
- e. Lying down, dozing, or sleeping.
- f. Damaging library materials, furniture, equipment, or other property.
- g. Possessing a weapon in the law library.
- h. The sale or possession of alcoholic beverages or drugs.
- i. Soliciting donations of money or anything of value, and/or selling or taking orders for anything of value (prohibited by Washoe County Code 80.520).
- j. Using skateboards, bicycles, scooters, roller shoes, roller skates or rollerblades. Bicycles shall be parked outside of the courthouse. Law enforcement officers may be exempt from this rule.
- k. Bringing shopping carts, bedrolls, multiple or cumbersome carrying cases into the law library.

Other Rules:

- l. Patrons shall not enter the library without appropriate clothing, including shoes.
- m. Patrons whose bodily hygiene is offensive shall be required to leave the law library.
- n. Patrons must be courteous when using a cell phone. Law Library personnel may request any patron discontinue use of their cell phone or step outside the library for the duration of the call, with or without reason.
- o. No child under fourteen years of age may be left unattended in any area of the library. Children under fourteen must be supervised by a caregiver who is able to attend to the child's safety and ensure appropriate behavior. Exceptions may be made in individual cases at the discretion of library management. The Washoe County Law Library and the library staff do not have custodial responsibility, and cannot assume liability, for unattended children. If a child under fourteen is found to be unattended in the library, staff will attempt to find the child's parent/guardian. If the staff cannot locate a parent/guardian, law enforcement officials will be notified.

Law Library personnel may exclude any patron at any time for violation of this policy.

VIOLATION OF THESE REGULATIONS MAY RESULT IN THE SUSPENSION OF LIBRARY PRIVILEGES AND/OR INTERVENTION BY LAW ENFORCEMENT.

APPROVED: XX/XX/XXXX by the Law Library Board of Trustees