



Second Judicial District Court Washoe County Law Library

AGENDA

Locations:

Virtual Zoom Meeting- Available at the Link Below

A special meeting has been scheduled for the Law Library Board of Trustees on Friday, December 15, 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 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:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of December 6, 2023. *For possible action.*
 4. Board Comment – Limited to Announcements or Issues for Future Agendas
 5. Public Comments
 6. 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
December 6, 2023

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Tamatha Schreinert, Cortney Young, Patricia Halstead, Mike Kattelman, and Aurora Partridge.

Also, present were:

Emily Reed, Assistant Court Administrator, Sarah Bates, Washoe County Law Librarian, Valerie Moser, Chief Financial Officer, and Lindsay Lidell, Deputy District Attorney, Washoe County District Attorney's Office

Absent:

Chief Judge Lynne Jones

2. Public Comments

Prior to public comment, Ms. Bates read an announcement for those wishing to provide comments online.

No public comments were received.

3. Approval of Minutes from Board Meeting of September 6, 2023. *For possible action.*

A motion to approve the minutes was made by Judge Schreinert and seconded by Trustee Halstead.

No discussion was had.

Motion passed unanimously.

4. Update regarding the Law Library including statistics, Lawyer in the Library, Federal Depository anniversary, grant reports, donations received in 2023.

Ms. Bates provided an update on the Law Library including statistics, Lawyer in the Library, Federal Depository anniversary, grant reports, and donations.

Discussion was had regarding the Lawyer in the Library statistics and Ms. Bates answered Trustee questions regarding the same.

No action was taken.

5. Discussion regarding and possible action to approve investment options for the sanction funds held in the account with the Community Foundation of Northern Nevada. Currently, the account is held in a cash only, non-interest-bearing account. Other options include interest-bearing accounts with varying levels of accessibility to the money. *For possible action.*

An update was provided by Ms. Moser regarding how the funds are currently held. Ms. Moser explained the options for investment and recommended that the Board consider a short-term strategy

option which would help offset the cost of managing the funds and described what the process would be should the Board need to use the funds.

Trustee Halstead asked about the costs of withdrawing funds (if any) from the account should the Board invest the funds. Judge Schreinert requested the balance of the account.

Judge Steinheimer called for public comment. No public comment was provided.

Trustee Kattelman made a motion to approve investing the funds in a short-term investment option as recommended by Ms. Moser. Trustee Young seconded the motion.

No further discussion was had.

Motion passed unanimously.

6. LexisNexis 3-year contract renewal for print books and digital library subscription with a cost of up to \$60,000 per year. *For possible action.*

Ms. Bates explained the proposed contract and the cost to renew the materials. Discussion was had regarding the rate of increase over the life of the contract as well as access provided to self-represented litigants.

Motion to approve the contract as proposed was made by Trustee Young. Trustee Kattelman seconded the motion.

No further discussion was had.

Judge Steinheimer called for public comment. No public comment was provided.

Motion passed unanimously.

7. Discussion regarding and possible action for the Board to annually approve the Law Library general funded budget at the May Board meeting. *For possible action.*

Ms. Moser explained the item and outlined the timeline of the general fund budget. Ms. Moser further explained that she thought it would be helpful for the Board of Trustees to see the budget.

No discussion was had.

Judge Steinheimer called for public comment. No public comment was provided.

Trustee Halstead made a motion to bring the budget to the Board of Trustees in May for review. Trustee Partridge seconded the motion.

Motion passed unanimously.

8. Discussion regarding annual donations received from Washoe County Bar Association (\$10,170.00 for 2023) and other donations restricted to Law Library use; possible action to create a donation fund for the purpose of accounting for the donated funds outside of the Law Library budget and authorizing the Law Librarian to spend donated funds as needed, and report annually any contributions and expenditures to the Board. *For possible action.*

Judge Steinheimer provided an overview of the accounts held by the Second Judicial District Court. Ms. Moser also provided detailed information regarding restricted funds and how they are held within the Court.

Judge Schreinert moved to approve the Motion as presented. Trustee Halstead seconded the motion.

During further discussion Trustee Kattelman moved to amend the motion to include the \$10,000 spending limit as authorized in item 9.

Judge Schreinert accepted the motion as amended. Trustee Halstead seconded the amended motion.

No further discussion was had.

Judge Steinheimer called for public comment. No public comment was provided.

Motion passed unanimously.

9. Discussion regarding and possible action to give the Law Librarian the authority to spend up to \$10,000 on a single purchase, as needed, without prior Board approval. *For possible action.*

This item was taken out of order prior to item number 8 and after item number 7

Ms. Moser explained the item and requested the authorization for Ms. Bates to make purchases up to \$10,000.00 as long as it is within the general fund budget that would be approved in May. Discussion was had regarding the item.

Trustee Young requested information related to how the requested amount was arrived at. Further discussion was had with respect to how the Board would be notified of the spending within the limit. Trustee Kattelman echoed the comments of Trustee Young regarding notice of purchases made within the limit.

Trustee Halstead requested information regarding past practices for purchases brought to this Board.

Trustee Partridge also provided comments regarding the discussion.

Trustee Young made a motion to approve the spending limit of \$10,000 and that the agenda of the Board be accompanied by a report detailing expenditures made within the limit. Trustee Halstead seconded the motion.

No further discussion was had.

Motion passed unanimously.

10. Discussion regarding and possible action to approve funding for the Lawyer in the Library Volunteer Appreciation Lunch to come from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada. A budget of \$4,300 was approved at the September 6, 2023 meeting. *For possible action.*

Ms. Bates provided an update and requested the funds for the lunch come from the sanction fund.

No further discussion was had.

Trustee Kattelman made a motion to approve the item as presented. Trustee Halstead seconded the motion.

Motion passed unanimously.

11. Discussion regarding and possible action to reschedule the Lawyer in the Library Volunteer Appreciation Lunch to noon on Wednesday, February 21, 2024. *For possible action.*

Ms. Bates provided an update on the item and noted that one of our members would not be able to attend, which is why she was seeking to move the lunch.

Trustee Halstead made a motion to approve the item as presented. Trustee Kattelman seconded the motion.

No further discussion was had.

Motion passed unanimously.

12. Discussion regarding and possible action to allow the Law Librarian to work with the Washoe County Digital and Branding staff and their digital designer to create a Law Library logo. *For possible action.*

Ms. Bates provided background information on the item. The Law Library currently does not have a logo. Washoe County has a designer that they work with at no cost to the library. Ms. Bates is seeking approval to move forward with the item.

Trustee Halstead provided comments in support of the item. Judge Schreinert also commented in support of the item.

Trustee Halstead made a motion to approve the item as presented. Judge Schreinert seconded the motion.

Judge Steinheimer asked if the design would be brought back to the Board. Trustee Halstead stated her desire to see the logo once designed and amended her motion to ensure that the design is at no cost to the Law Library.

Judge Schreinert seconded the amended motion.

Judge Steinheimer called for public comment. No public comment was provided.

Ms. Reed requested any input from the Trustees should they have a design that they like to use.

Motion was approved unanimously.

13. Board Membership – Nomination and selection of one attorney member and one non-attorney member for recommendation to the Board of County Commissioners. Each applicant will have an opportunity to speak to the Board and additional public comment will be accepted. *For possible action.*
 - a. Patricia Halstead – attorney member applicant
 - b. Krissta A. Kirschenheiter – attorney member applicant
 - c. Cortney Young – non-attorney member applicant
 - d. Scott L. Benton – non-attorney member applicant
 - e. Scott L. Finley – non-attorney member applicant
 - f. Rosanna Garibay – non-attorney member applicant

Judge Steinheimer permitted any applicants who were present to provide comments to the Board and noted that the attorney applicants would be heard first followed by the non-attorney applicants.

Both attorney applicants addressed the Board and provided detailed comments as it relates to their interest in serving on the Board.

The Board was invited to ask questions and/or comments to the applicants. Board comments were provided.

Judge Steinheimer called for the recommendation for the attorney member application to forward to the Board of County Commissioners. Judge Steinheimer confirmed with counsel that there was a quorum of the Board of Trustees. Trustee Halstead abstained from the vote.

Judge Steinheimer called for the vote of those wishing to advance Ms. Halstead's name to the Board of County Commissioners as the attorney member of the Board of Trustees.

The votes were as follows:

For Patricia Halstead:

Judge Steinheimer: Yes
Judge Schreinert: Yes
Trustee Kattelman: Yes
Trustee Partridge: Yes
Trustee Young: Yes

Judge Steinheimer called for the vote of those wishing to advance Ms. Kirschenheiter's name to the Board of County Commissioners as the attorney member of the Board of Trustees.

For Krissta A. Kirschenheiter:

Judge Steinheimer: No
Judge Schreinert: No
Trustee Kattelman: No
Trustee Partridge: No
Trustee Young: No

Ms. Kirschenheiter was invited to participate in the efforts of the Law Library and thanked her for her willingness to apply as the attorney member of the Board.

Ms. Bates noted that she is required to submit all applications to the Board of County Commissioners including the recommendation of the Board of Trustees for the Law Library.

Judge Steinheimer permitted any non-attorney applicants who were present to provide comments to the Board.

Two non-attorney applicants were present (Cortney Young and Scott L. Finley) they each addressed the Board and provided detailed comments as it relates to their interest in serving on the Board. Applicant Scott L. Benton provided written comments to the Board of Trustees which were provided in the meeting materials.

The Board was invited to ask questions and/or comments to the applicants. Board comments were provided.

Judge Steinheimer called for the vote of those wishing to advance Rosanna Garibay's name to the Board of County Commissioners as the non-attorney member of the Board of Trustees.

For Rosanna Garibay:

Judge Steinheimer: No
Judge Schreinert: No
Trustee Kattelman: No
Trustee Partridge: No
Trustee Halstead: No

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Judge Steinheimer called for the vote of those wishing to advance Scott L. Benton's name to the Board of County Commissioners as the non-attorney member of the Board of Trustees.

The votes were as follows:

For Scott L. Benton:

Judge Steinheimer: No
Judge Schreinert: No
Trustee Kattelman: No
Trustee Partridge: No
Trustee Halstead: No

Judge Steinheimer called for the vote of those wishing to advance Scott L. Finley's name to the Board of County Commissioners as the non-attorney member of the Board of Trustees.

For Scott L. Finley:

Judge Steinheimer: No
Judge Schreinert: No
Trustee Kattelman: No
Trustee Partridge: No
Trustee Halstead: No

Judge Steinheimer called for the vote of those wishing to advance Cortney Young's name to the Board of County Commissioners as the non-attorney member of the Board of Trustees. Trustee Young abstained from the vote.

The votes were as follows:

For Cortney Young:

Judge Steinheimer: Yes
Judge Schreinert: Yes
Trustee Kattelman: Yes
Trustee Partridge: Yes
Trustee Halstead: Yes

14. Discussion and possible action to authorize Board Secretary to provide certified excerpts of Board minutes as directed by the President. *For possible action.*

This item was taken out of order after item 12 and prior to item 13

Ms. Bates provided the background on the item and explained why it may be needed. Judge Steinheimer also provided comments related to the item.

Trustee Kattelman opened a discussion regarding what the Board means by certification and what level of documentation would be required to satisfy certification requirements. Further discussion was had regarding whether minutes of the Board would be certified prior to approval by the Board of Trustees.

Trustee Kattelman made a motion to approve the item as presented. Trustee Halstead moved to amend the motion to include the requirement that the minutes be approved by the Board of Trustees prior to any certification. Trustee Kattelman approved the amendment and made the motion as amended. Trustee Young seconded the motion.

Judge Steinheimer called for public comment. No public comment was provided.

Motion passed unanimously.

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

The dates were presented with some background information. Discussion was had regarding Trustee availability. Judge Schreinert noted a conflict for the proposed May meeting. Ms. Bates noted her conflicts in May as did Judge Steinheimer. Ms. Reed offered her assistance for the meeting should Ms. Bates not be able to attend.

The Board meeting dates were proposed as follows:

February 21, 2024, at 11:00AM

May 29, 2024, at noon

September 4, 2024, at noon

December 4, 2024, at noon

Judge Schreinert made a motion to approve the dates as set forth above. Trustee Kattelmann seconded the motion.

No further discussion was had.

Motion passed unanimously.

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

Trustee Young shared her gratitude to the Board in advancing her name to the Board of County Commissioners. Trustee Halstead also shared her gratitude to the Board for advancing her name to the Board of County Commissioners.

Judge Steinheimer requested that the video project be put on the next regular board agenda.

17. Public Comment

None.

18. Adjournment at 1:39PM