



Second Judicial District Court *Washoe County Law Library*

AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, February 7, 2018, at 5:00 PM in the Robert Z. Hawkins Boardroom in the Washoe County Law Library. The library is located in room 101 on the first floor of the Courthouse at 75 Court Street, Reno, Nevada 89501.

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.

The Robert Z. Hawkins Boardroom is accessible to the disabled. If you require special arrangements for the meeting, call the Law Library at (775) 328-3250, at least twenty-four 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 are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Board meeting. Persons may not allocate unused time to other speakers.

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".



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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>. Ms. Emily Reed, Self Help Center and Law Library Program Manager, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at emily.reed@washoecourts.us.

The agenda will be:

- 5:00 PM
1. Roll Call
 2. Public Comments
 3. Introduction of new members
 4. Approval of Minutes from Board Meeting of December 6, 2017*
 5. Update regarding the Law Library, including Lawyer in the Library Update, 2018 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2018, including statistics on number of patrons and usage
 6. Training on the open meeting law
 7. Discussion and update of Lawyer in the Library volunteer recruitment by members of the Board and library staff, including the TIPS project and a commercial for recruitment*
 8. Discussion and update of the Law Library budget, including staff salaries, benefits, books and supplies*
 9. Board Comment – Limited to Announcements or Issues for Future Agendas
 10. Public Comments
 11. Adjournment

*Denotes items for possible action.

The agenda for this meeting has been posted at the following locations: Washoe County Library (301 S. Center St.), Law Library (Washoe County Courthouse, 75 Court Street, Room 101), Second Judicial District Court (Washoe County Courthouse, 75 Court Street/South Virginia Street), Washoe County Administration Building (1001 E. 9th Street), online at the Nevada Public Notice Website (<https://notice.nv.gov/>) and <https://www.washoecourts.com/LawLibrary>.

WASHOE COUNTY LAW
LIBRARY COURT HOUSE
**Law Library Board of Trustees
Meeting Minutes**

December 6, 2017

1. Roll Call
Board Members present:
Honorable Connie Steinheimer, Honorable Chuck Weller, Honorable Scott Freeman, Michael Kattelman, Clayton Brust, Pam Gullihur and Stephen Hollandsworth. Also present was Law Library Program Manager, Emily Reed.
2. Public Comments
None.
3. Approval of Minutes from Board Meeting of May 3, 2017: Unanimous approval.
4. Update regarding the Law Library, including Lawyer in the Library Update, 2017 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2017, including statistics on number of patrons and usage; update on vehicle title, new employee update, update regarding statutory guardianship filing fee changes; update regarding Pro Bono Week

Vehicle title: SB452 was passed. July 1, 2018 effective date. This should decrease use of title issues at the Law Library. This need was identified by the Library Staff, and they affected changed in the law to help patrons.

New Employees: Chad Johnson, Julie Brower, and Elizabeth Beadle. Jessica has returned from deployment.

Guardianship Fee Changes: Due to statutory changes, we no longer receive fees from Guardianship cases. Previous annual revenue was \$675. (Change due to SB433, changed guardianship filing fee to \$5).

Pro Bono Week: The law fair assisted 47. Alicia Tau from DWSS assisted 16 people including getting a pregnant mother Medicaid and a single parent who was a domestic violence victim SNAP, Medicaid and cash assistance.

Paws for Love was enjoyed by all and Master White presented on the Domestic Protection Order Process.

Statistics show that phone calls have increased drastically in the library and self-help center. Westlaw is receiving heavy usage, more than other law libraries in the area.

Discussion and update of Lawyer in the Library volunteer recruitment by members of the Board and library staff, including the TIPS project and a

commercial for recruitment*

Commercial: New version

5. Discussion regarding TIPS involvement and potential tracking of TIPS attendees; Also Judge Steinheimer will provide a free WCBA luncheon for lawyers who volunteer for Lawyer in the Library; Discussion of potential for doing Lawyer in the Library at lunch.
6. Board Membership – Nomination and Selection of one attorney member and one non-attorney member*

Clay Brust - Michael Kattelman made a motion and Honorable Judge Weller seconds the motion; (Clay Brust abstain); unanimous approval.

Courtney Young was nominated for a two year membership, nomination was made by Clay Brust and Mike Kattelman seconded the motion; unanimous approval.

Kathi Lutsch was nominated for a one year term by Clay Brust and Mike Kattelman seconded the motion; unanimous approval.

Pam Gullihur resigned; and her resignation was accepted with regret.

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

February 7, 2018 at 5:00 p.m.;
May 2, 2018 at 5:00 p.m.;
September 5, 2018 at 5:00 p.m.;
December 5, 2018 at 11:00 a.m.

Unanimous approval.

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

Ongoing volunteer Lawyer in the Library;
Welcome new Board members at next meeting;
Primer on open meeting law.

9. Public Comments.
Honorable Judge Steinheimer thanks Pam Gullihur for her help through a lot of changes and her help keeping the Law Library open.
10. Adjournment: 12:47 p.m.

LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE PROGRAM

FAMILY LAW
JANUARY 2018

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 2, 2018	No program	0	0
JAN. 9, 2018	Caryn Sternlicht & Danielle Christenson	25	0
JAN. 16, 2018	Megan Lucey & Danielle Christenson	27	3
JAN. 23, 2018	Tehan Slocum & Erin Grieve	20	0
JAN. 30, 2018	Bonnie Mahan & Bryan Carpenter	21	0
TOTAL		93	3

Total Assisted – 93

Total Family Law Turned Away – 3

GENERAL LAW
JANUARY 2018

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 3, 2018	No program		
JAN. 10, 2018	Pete Cladianos	13	0
JAN. 17, 2018	Richard Cornell	10	5
JAN. 24, 2018	Jennifer Richards	11	5
JAN. 31, 2018	John Samberg	11	5
TOTAL		45	15

Total Assisted – 45

Total General Law Turned Away – 15

PROBATE LAW
JANUARY 2018

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 17, 2018	Ed Gorman & Audrey Damonte	6	0
TOTAL		6	0

Total Assisted – 6

Total Probate Law Turned Away - 0

Lawyer in the Library Program

January 2018

(Family Law)

Please check the area(s) of law that were covered with each patron who needed assistance and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	Self Help Center	Law Library Resources	State Bar	Senior Law Project	Other
Adoption – Adult								
Adoption – Minor								
Alimony / Spousal Support	2		1	1				
Annulment								
Appeals to Supreme Court								
Attorney’s Fees								
Case Management Conference	1							
Child Custody Jurisdiction	1							
Child Custody / Visitation	10							
Child Support	5							
Community / Separate Property								
Court Hearings								
Divorce – Complaint	5			1				
Divorce – Joint Petition								
Domestic Partnerships								
Domestic Violence / TPO	2							
Ex Parte Motions	1							
Emancipation								
Grandparent’s Visitation	1							
Guardianship – Adult	1							
Guardianship – Minor Child								
Hague Convention								
Indian Child Welfare Act	1							
Joint Petition for Divorce								
Jurisdiction – Family								
Juvenile Delinquency								
Juvenile Dependency								
Legal Separation								
Mediation								
Military								
Minor Marriage								
Objection to Master’s Recommendation								
Partnership Dissolution								
Paternity								
Post or Pre-Nuptial Agreement								
QDRO / Retirement								
Settlement Conference								
Surrogacy								
Termination of Parental Rights	1							
Trial								
Total	31	0	1	2	0	0	0	0

Lawyer in the Library Program

January 2018

(General Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Abandoned Vehicle	2							
Animal Law								
Attorney Malpractice	1					1		
Bankruptcy	1							
Business / Industry								
Civil Litigation	1							
Civil Procedure (Federal)	2							
Civil Procedure (State)	1							
Civil Rights	4				1			
Collections	1							
Commercial Law								
Consumer Law	1							
Contract Law								
Criminal Law & Criminal Defense	2							
Education Law								
Elder Law								
Employment / Labor Law	1							
Health Law / Insurance								
Immigration Law								
Intellectual Property Law								
Landlord & Tenant	6							
Legal Research Tools								
Litigation								
Mediation / Arbitration								
Medical Malpractice	1							
Medicaid								
Military Issues								
Name Change								
Native American Law								
Neighbor Law	1							
Personal Injury	1							
Personal Property / Manufacture Homes	1							
Probate								
Real Estate / Foreclosure	2				1			
Small Claims								
SSD / SSI / Appeals								
Student Loans								
TANF / Food Stamps	1							
Taxes State / Federal								
Torts								
Vehicle Repossession								
Victim of Crime	2							
Water Law								
Workman's Compensation								
Wrongful Termination	1							
Total	33	0	0	0	2	0	0	0

Lawyer in the Library Program

January 2018

(Probate Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Affidavit of Entitlement for Estate								
Cremation								
Creditor's Claim								
Challenge Will								
Estate Planning	1							
General Administration								
Inventory, Appraisal & Record of Value								
Letters of Administration								
Letters Testamentary	1					1		
Medical Records								
Military Issues								
Notice to Creditors								
Notice of Hearing on First & Final Report & Accounting								
Powers and Duties								
Probate Hearings								
Publication								
Safe Deposit Box								
Set Aside								
Summary Administration								
Trust Law								
Total	2	0	0	0	0	1	0	0

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY 2018

1/1/18 - 1/31/18 (21 Operating Days)

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	127	23	150
10:00 AM - 12:00 PM	351	30	381
12:00 PM - 3:00 PM	423	15	438
3:00 PM - 5:00 PM	412	15	427
5:00 PM - 7:00 PM	158	2	160
		TOTAL	1556

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

JANUARY 2018

1/1/18 - 1/31/18 (21 Operating Days)

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
TOTAL	180	7	187
		TOTAL	187

LAWYER IN THE LIBRARY

JANUARY 2018

1/1/18 - 1/31/18 (21 Operating Days)

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	93	3
General Law	45	15
Probate	6	0
TOTAL	144	18

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

JANUARY 2018

1/1/18 - 1/31/18 (21 Operating Days)

ELECTRONIC USAGE	TOTAL
Circulation of Books	10
Inhouse Usage	143
Email- Ask a Librarian	10
EBSCO	4
Internet/ Contexte	134
Westlaw Searches	
TOTAL	301

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JANUARY 2018

1/1/18 - 1/31/18 (21 Operating Days)

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	4		4
Answers	7		7
Child Custody	29		29
Child Support	7		7
Divorce/ Annulment/Separation	46		46
Domestic Violence/TPO/EPO	8		8
Family Court Procedures/Packets	42		42
Guardianships Adult/Minor	21		21
Name Change Adult/Minor	23		23
Motions/Notice/Emergency	20		20
Oppositions/Objections	2		2
Law Library Reference			
Appeals	5		5
Civil Complaints/Petitions	5		5
Civil Procedure/State/Federal	2		2
Civil Rights/Constitutional Law			0
Contract	1		1
Criminal Law and Defense			0
Employment/Labor	2		2
Immigration	1		1
Landlord/Tenant Rights	5		5
Medical	1		1
Military/Veterans Rights			0
Personal Injury/Damages			0
Probate/Wills/Trusts/Estate Planning	20		20
Rogue Title	11		11
Sealing of Criminal Record	9		9
Law Library Services			
Liberty Catalog/Circulation	6	4	10
Copier Use/ Change	167	7	174
Internet/ Contexte	123	11	134
Lawyer in the Library Info./Referrals	73		73
Westlaw	26	53	79
Other Functions			
Copies of Court Records	12		12
Referrals To Other Services/NLS/WLS	23		23
Other	89	14	103
TOTAL			879