



## Second Judicial District Court Washoe County Law Library

### AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, May 5, 2021, at 12:00 PM. This meeting will be held by teleconference only due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.

Members of the public may attend the ZOOM webinar by accessing the following link: <https://washoecourts.zoom.us/j/95229902417?pwd=T01DOSSt5aHFvZ3M1M0RDK3FnVHlxZz09> Passcode: 407082. This option will require a computer with audio and video capabilities. 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.** As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar listed above, via email to [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us) or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting, or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on May 4, 2021.

**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 Resource Center at 1 S. Sierra Street, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Assistant Court Administrator, 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](mailto:emily.reed@washoecourts.us).

The agenda will be:

- 12:00 PM
1. Roll Call
  2. Public Comments
  3. Approval of Minutes from Board Meeting of February 3, 2021. For possible action.
  4. Update regarding the Law Library, including recent projects, Lawyer in the Library, and 2021 statistics.
  5. Information regarding migration to new integrated library system, Koha, and possible action regarding request to allow Law Library closure for 3-day staff training in July 2021. For possible action.
  6. Status update from Law Library Board Video Subcommittee and discussion about the informational video project about the court system and court procedure for the public.
  7. Discussion and possible action to dissolve Law Library Board of Trustees Video Subcommittee and appoint one volunteer to manage the informational video project and make recommendations to the Board regarding the project. For possible action.
  8. Review of potential video production companies (Digiman Studio, Full Circle Productions Media, Sosu TV, and Reynolds School of Journalism) including a comparison of costs, availability, and quality; possible action to grant Law Library staff approval to negotiate a contract for video production. For possible action.
  9. Board Comment – Limited to Announcements or Issues for Future Agendas
  10. Public Comments
  11. Adjournment

The agenda for this meeting has been posted at the following locations: the Second Judicial District Court Website (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library Website (<https://www.washoecourts.com/LawLibrary>). Pursuant to Section 3 of the Declaration of Emergency Directive 006, the requirement in NRS that notice agendas be physically posted within the State of Nevada has been suspended.