

**NOTICE of PUBLIC MEETING/AGENDA
of the
DOUGLAS COUNTY LAW LIBRARY BOARD
MAY 17, 2023**

A regular meeting of the Douglas County Law Library Board will be held on **May 17, 2023** beginning at **8:00 A.M.** The meeting will be held in a hybrid format to include in person at the Douglas County Judicial Law Enforcement Center, Department II Courtroom, 1038 Buckeye Road, Minden, Nevada and via Zoom by accessing the website:

<https://us06web.zoom.us/j/85920761598?pwd=VVBrR2FmMHZ2Um5HNi9aT1EzK2OxUT09>

Meeting ID: 859 2076 1598, Password: 313031. The public may also call in live by using telephone number: **(699) 900 6833, Meeting ID: 859 2076 1598, Password: 313031.**

The Law Library Board reserves the right to take items in a different order; to combine two or more agenda items for consideration; and to remove items from the agenda or delay discussion relating to an item on the agenda at any time.

The Board, through its president, may prohibit a comment if the comment is on a topic that is not relevant to, or within the authority of the public body or if the comment is repetitious or willfully disruptive of the meeting. Written materials filed with the Board are part of the record and do not need to be read aloud. Citizens are encouraged to submit written materials well in advance of the scheduled meeting so the Board of Trustees will have time to review them before the public hearings begin. Members of the public body may submit written material or request supporting material for the meeting by contacting Erin C. Plante by email at eplante@douglas.nv.gov, telephone at 775-782-9951, by mail at P.O. Box 218 Minden, Nevada 89423, or by physical address at 1038 Buckeye Road, Minden, Nevada 89423.

Persons desiring an opportunity to address the Law Library Board who are not able to attend the meeting are requested to send an email to eplante@douglas.nv.gov at the Douglas County District Court at least 24 hours prior to the convening of the Law Library Board Meeting.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notifying Erin C. Plante at 775-782-9951 or eplante@douglas.nv.gov at least 20 hours in advance.

*Copies of this notice and agenda have been posted on or before 9 a.m. on the third working day before the meeting at the Douglas County Judicial and Law Enforcement Center, the State of Nevada's official website <http://notice.nv.gov> and the Douglas County District Court's official website <https://douglasdistrictcourt.com/law->

[library/](#). Copies of this notice and agenda, as well as supplemental/support material have been posted to the Douglas County's website https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1. However, this Board does not maintain the listed website and therefore timely posting of agendas on the website cannot be guaranteed.



Douglas County Law Library Board

Judicial Law Enforcement Center
Department II
1038 Buckeye Road
Minden, Nevada 89423
<http://www.douglascountynv.gov/>

Regular Meeting Agenda

Erin C. Plante
Judicial Executive Assistant

Wednesday, May 17, 2023, 8:00 AM

In Person/Zoom – Instructions Provided in Notice

CALL TO ORDER AND DETERMINATION OF QUORUM

PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Law Library Board. No action may be taken on a matter raised under public comment until the matter has been included specifically on an agenda as an item upon which action will be taken. Public Comment is limited to 3 minutes per speaker.

MINUTES APPROVAL

Wednesday, March 15, 2023 – Regular Meeting

AGENDA ITEMS

1. **For Discussion Only.** Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065.

PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Law Library Board. No action may be taken on a matter raised under public comment until the matter has been included specifically on an agenda as an item upon which action will be taken. Public Comment is limited to 3 minutes per speaker.

ADJOURNMENT



**Douglas County Law Library Board
Meetings & Minutes**
Douglas County Judicial Law Enforcement Center
1038 Buckeye Road, Minden, Nevada 89423

Phone: 775-782-9951
FAX: 775-782-9878

The regular meeting of the **DOUGLAS COUNTY LAW LIBRARY BOARD** was held on Wednesday, March 15, 2023, in Department II of the Douglas County Judicial Law Enforcement Center, 1038 Buckeye Road, Minden, Nevada 89423, and via Zoom.

OPENING

Call to order at 8:04 a.m. and roll call:

Board Members Present:

Judge Thomas W. Gregory – Trustee
Judge Nathan Tod Young - Trustee
Danny Tarkanian - Trustee
Cynthia Mohiuddin – Trustee
Peter Handy – Trustee

Quorum

Public Comment: None

Minute Approval from Wednesday, November 16, 2022 – Regular Meeting

MOTION: Judge Young made a motion to approve the Meeting Minutes from Wednesday, November 16, 2022.
SECOND: Peter Handy
AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin
RESULTS: APPROVED

- 1. For Possible Action.** Discussion on election of President and Secretary in accordance with Douglas County Code, Chapter 2.50.

DISCUSSION:

Judge Gregory speaks:

We are required to have elections every two years and we have two positions, President and Secretary. The authority for the two positions is set out in DCC Chapter 2.50. I have held the position of President for the past several years and Mr. Handy has been the Secretary for the past several years. I am happy to continue as President if that is the determination of the Board, but I am also happy if someone else wishes to run. Mr. Handy what are your thoughts of running for Secretary again?

Peter Handy speaks:

The same. I am happy to continue on as Secretary, unless someone really wants the position.

Judge Young speaks:

I nominate Judge Gregory for President.

Judge Gregory speaks:

I accept the nomination. Is there any other nomination for President?

No nomination made.

Judge Gregory speaks:

Alright, I will open up nominations for Secretary.

Judge Young speaks:

I nominate Peter Handy for Secretary.

Peter Handy speaks:

I accept the nomination.

Judge Gregory speaks:

Is there any other nomination for Secretary?

No nomination made.

Judge Gregory speaks:

Hearing none, I ask for a motion to elect the slate of myself for President and Mr. Handy for Secretary.

MOTION: Judge Young made a motion to elect Judge Gregory as President and Peter Handy as Secretary.
SECOND: Cynthia Mohiuddin
AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin
RESULTS: APPROVED

Judge Gregory speaks:

Was that Ms. Mohiuddin?

Cynthia Mohiuddin speaks:

Yes, it was.

Judge Gregory speaks:

Good morning, and I am sorry, I did not know you were in attendance. I missed that and I did not see you on the Zoom.

Cynthia Mohiuddin speaks:

I'm here. My internet has not been working great.

Judge Gregory speaks:

We have full attendance here today, which is great.

2. For Possible Action. Discussion on the Law Librarian marketing the Law Library.

Judge Gregory speaks:

I see our Law Librarian Tim DeGhelder is present remotely. Mr. DeGhelder, thank you for taking your time with us here today. I would turn to you to lead us in this discussion.

Tim DeGhelder speaks:

Thank you and glad to be here. When I look at the layout of the law library at the location in our Minden branch, I would like to start with some type of signage outside. We have a really nice Douglas County Library sign and it would be nice if

we put a Douglas County Law Library sign with that signage. Starting with some marketing outside is a good way to put in people's minds that we have the materials inside the branch. When they get into the library we can have more directional signage because it is up in the far corner and it's a quiet place. We can make the laminated signage with our own PCs directing patrons to where the law library is located. I think the best advertisement is that everyone drives in, there is one way in and one way out, and if we could put that signage up, they are going to see that it is something we have.

Judge Gregory speaks:

After the last Board meeting I took a trip over the library and it was, I'm not going to say it was terribly hard to find, but I think it moved locations from when I had been there previously. I looked around a little bit and it was not clear to me where it was, I saw some computers right when you enter. I asked a staff member. The staff member was great and easily got me to the computer and got me signed onto it. Really easy and it is in a nice quiet location, but some signage would really help, and help the staff too. It may be a common question, where is the law library? I like the idea of signage. It doesn't sound like a big cost or expense.

Tim DeGhelder speaks:

I am going to check with a couple of sign companies and see some options on outdoor plates that will weather without changing colors and have a couple prices when we come back at our next meeting. I can provide more information and graphics of what it will look like. In the meantime, I can have indoor signage easy by having arrows that guide people to the right area. That should be fairly easy.

Judge Gregory speaks:

Does anyone have other discussion?

No other discussion.

Judge Gregory speaks:

I'm thinking we are in good shape budget wise, and I can't think the sign you are talking about would be all that expensive. We only meet quarterly, and I would encourage the Board take action today to authorize Mr. DeGhelder to take action.

MOTION: Judge Gregory made a motion to authorize the Law Librarian to purchase signage for the Law Library.

SECOND: Commissioner Tarkanian

AYES: Gregory, Young, Tarkanian, Handy

RESULTS: APPROVED

Commissioner Tarkanian speaks:

I also second the fact that the law library is hard to find and I have been in there several times. That would be wonderful.

Tim DeGhelder speaks:

I think it is a great value for our citizens to know they can do some research and we have it.

Judge Gregory speaks:

For the record it looks like we may lost Ms. Mohiuddin prior to action on Agenda Item 2

Erin Plante speaks:

It appears that Cynthia Mohiuddin lost connection around 8:11 a.m.

3. For Discussion Only. Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065.

Judge Gregory speaks:

From my review it looks like we are on budget in terms of our expenses and our revenues appear to be as expected at this point.

Public Comment: None.

Judge Gregory speaks:

Ms. Plante, when is our next quarterly meeting?

Erin Plante speaks:

The next meeting is Wednesday, May 17, 2023, at 8:00 a.m.

Adjournment – 8:16 a.m.



Law Library Budget Performance Report

Fiscal Year to Date 04/30/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 222 - Law Library										
REVENUE										
Department 000 - Revenue										
<i>Beg. Fund Bal./Reserves</i>										
301.000	Opening Fund Balance	6,717.00	33,619.00	40,336.00	.00	.00	.00	40,336.00	0	.00
301.100	Opening Fund Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Beg. Fund Bal./Reserves Totals</i>		<u>\$6,717.00</u>	<u>\$33,619.00</u>	<u>\$40,336.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$40,336.00</u>	<u>0%</u>	<u>\$0.00</u>
<i>Charges For Service</i>										
341.601	Clerks Fees	18,000.00	.00	18,000.00	1,780.00	.00	14,065.01	3,934.99	78	14,956.57
<i>Charges For Service Totals</i>		<u>\$18,000.00</u>	<u>\$0.00</u>	<u>\$18,000.00</u>	<u>\$1,780.00</u>	<u>\$0.00</u>	<u>\$14,065.01</u>	<u>\$3,934.99</u>	<u>78%</u>	<u>\$14,956.57</u>
<i>Miscellaneous Revenue</i>										
360.800	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.200	Interest On Investment	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.205	Investment-FMV Adjust	.00	.00	.00	.00	.00	(518.61)	518.61	+++	(1,030.90)
361.211	Invest. Earnings-LGIP	15.00	.00	15.00	.00	.00	182.31	(167.31)	1215	10.95
361.212	Invest. Earnings-BNY Mellon	413.00	.00	413.00	.00	.00	347.91	65.09	84	326.79
361.250	Inv Service Fees (Contra)	(18.00)	.00	(18.00)	.00	.00	(9.75)	(8.25)	54	(13.73)
361.251	Bank Fees (Contra)	(11.00)	.00	(11.00)	.00	.00	.00	(11.00)	0	(5.46)
<i>Miscellaneous Revenue Totals</i>		<u>\$399.00</u>	<u>\$0.00</u>	<u>\$399.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1.86</u>	<u>\$397.14</u>	<u>0%</u>	<u>(\$712.35)</u>
<i>Other Financing Sources</i>										
392.050	Transf.In-General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Other Financing Sources Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>
Department 000 - Revenue Totals		<u>\$25,116.00</u>	<u>\$33,619.00</u>	<u>\$58,735.00</u>	<u>\$1,780.00</u>	<u>\$0.00</u>	<u>\$14,066.87</u>	<u>\$44,668.13</u>	<u>24%</u>	<u>\$14,244.22</u>
REVENUE TOTALS		<u>\$25,116.00</u>	<u>\$33,619.00</u>	<u>\$58,735.00</u>	<u>\$1,780.00</u>	<u>\$0.00</u>	<u>\$14,066.87</u>	<u>\$44,668.13</u>	<u>24%</u>	<u>\$14,244.22</u>
EXPENSE										
Department 391 - Law Library										
<i>Salaries & Wages</i>										
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.166	Sick Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.168	Vacation Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>



Law Library Budget Performance Report

Fiscal Year to Date 04/30/23

Exclude Rollup Account

Employee Benefits

511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Employee Benefits Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Services & Supplies

520.139	Rents/Leases Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.500	Central Svcs Cost Allocation	3,591.00	.00	3,591.00	.00	.00	1,795.50	1,795.50	50	2,693.25
532.055	Books & Periodicals	10,795.00	.00	10,795.00	696.22	.00	7,142.95	3,652.05	66	7,578.59
550.102	Bank Fees-Checking	.00	.00	.00	.00	.00	.00	.00	+++	.00
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$14,386.00	\$0.00	\$14,386.00	\$696.22	\$0.00	\$8,938.45	\$5,447.55	62%	\$10,271.84

Capital Outlay/Projects

563.900	Board Designated	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.603	New Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Other Financing Uses

619.000	Contingency	216.00	.00	216.00	.00	.00	.00	216.00	0	.00
<i>Other Financing Uses Totals</i>		\$216.00	\$0.00	\$216.00	\$0.00	\$0.00	\$0.00	\$216.00	0%	\$0.00

Ending Fund Bal/Reserves

625.103	Appropriated Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
699.000	Ending Fund Balance	10,514.00	33,619.00	44,133.00	.00	.00	.00	44,133.00	0	.00
<i>Ending Fund Bal/Reserves Totals</i>		\$10,514.00	\$33,619.00	\$44,133.00	\$0.00	\$0.00	\$0.00	\$44,133.00	0%	\$0.00

Department	391 - Law Library Totals	\$25,116.00	\$33,619.00	\$58,735.00	\$696.22	\$0.00	\$8,938.45	\$49,796.55	15%	\$10,271.84
	EXPENSE TOTALS	\$25,116.00	\$33,619.00	\$58,735.00	\$696.22	\$0.00	\$8,938.45	\$49,796.55	15%	\$10,271.84

Fund	222 - Law Library Totals									
	REVENUE TOTALS	25,116.00	33,619.00	58,735.00	1,780.00	.00	14,066.87	44,668.13	24%	14,244.22
	EXPENSE TOTALS	25,116.00	33,619.00	58,735.00	696.22	.00	8,938.45	49,796.55	15%	10,271.84
Fund	222 - Law Library Totals	\$0.00	\$0.00	\$0.00	\$1,083.78	\$0.00	\$5,128.42	(\$5,128.42)		\$3,972.38

<i>Grand Totals</i>										
	REVENUE TOTALS	25,116.00	33,619.00	58,735.00	1,780.00	.00	14,066.87	44,668.13	24%	14,244.22
	EXPENSE TOTALS	25,116.00	33,619.00	58,735.00	696.22	.00	8,938.45	49,796.55	15%	10,271.84
<i>Grand Totals</i>		\$0.00	\$0.00	\$0.00	\$1,083.78	\$0.00	\$5,128.42	(\$5,128.42)		\$3,972.38