

**NOTICE of PUBLIC MEETING/AGENDA
of the
DOUGLAS COUNTY LAW LIBRARY BOARD
September 15, 2021**

A regular meeting of the Douglas County Law Library Board will be held on **September 15, 2021** beginning at **8:00 AM**. 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/85611630491?pwd=Wk1EMldGVmErWXB2QnZmOFVlMUNaQT09>

Meeting ID: 856 1163 0491, Password: 495092. The public may also call in live by using telephone number: **(888) 475 4499, Meeting ID: 856 1163 0491, Password: 495092.**

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 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
<http://douglascountynv.iqm2.com/Citizens/Default.aspx>. 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, September 15, 2021, 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, May 19, 2021 – Regular Meeting

AGENDA ITEMS

1. **For Discussion Only.** Discussion of the newly purchased computer and components to access Westlaw and its usage by the public.
2. **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, May 19, 2021, 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 8:00 a.m. and roll call:

Judge Gregory stated that since there were new members to the Board he asked that each trustee introduce themselves during roll call. Judge Gregory introduced himself as one of the District Court Judges and as the President of the Board for the past six years. Judge Gregory explained that per Douglas County Code the two district court judges are trustees of the Law Library Board. Peter Handy introduced himself as a Deputy Attorney General of the Attorney General's Office and as a trustee of the Board for the past four years. Peter stated that being on the Board is an interesting and fun process to help members of the public get better access to legal resources. Judge Gregory stated that Peter Handy began his service when he was with the Douglas County District Attorney's Office and he appreciates that he has remained part of the Board after going on to work with the Attorney General's Office. Danny Tarkanian introduced himself as a new County Commissioner and trustee to the Law Library Board. Commissioner Tarkanian stated that he may be the only County Commissioner with a legal background as a license attorney, but he does not practice law anymore. Judge Young introduced himself as a District Court Judge and welcomed the new members and extended his appreciation for their service. Cynthia Mohiuddin introduced herself as a new member to the Board and to Douglas County. Cynthia stated that she resides in Stateline and she is an active member of the Oregon State Bar, but does not currently practice, and a former member of the Washington State Bar, but resigned her membership when she moved to Nevada. Judge Gregory introduced Amy Dodson as the Law Librarian and Librarian of the Douglas County Public Library. Judge Gregory also introduced Erin Plante as Department II's Judicial Executive Assistant and noted her vital role to the Law Library Board.

Board Members Present:

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

Quorum Called

Public Comment: None

Minute Approval from Wednesday, November 18, 2020 – Regular Meeting and Wednesday, March 24, 2021 – Regular Meeting

MOTION: Judge Young made a motion to approve the Meeting Minutes from November 18, 2020 and March 24, 2021.
SECOND: Cynthia Mohiuddin
AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin
NAYS: None
RESULTS: APPROVED

Judge Gregory stated that before moving into agenda items he would like to remind the Board of open meeting rules and laws. Judge Gregory stated that the Douglas County District Attorney's Office has a recorded training that is very informative. Judge Gregory also referenced the email sent by Erin Plante that included an opening meeting law training for members of the Board. Judge Gregory stated the primary law that the Board works with is Douglas County Code, Chapter 2.50 and new members should become familiar with it.

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

Judge Gregory stated that per DCC 2.50 a President and Secretary are to be elected to the Board. Judge Gregory stated that historically Department II has handled the Law Library Board. Judge Gregory stated that Judge Gibbons, Judge Gregory's predecessor, took care of the Law Library Board and was the President. Judge Gregory stated he assumed the position of managing the Law Library Board and becoming the President in 2015. Judge Gregory stated that just because it has historically been that way, does not mean that it needs to continue that way. Judge Gregory stated he is happy to continue in the capacity as President. Judge Gregory stated as to the position of Secretary there have been years in which there has been no public interest in the Board and the Board has looked to county employees to fill the trustee positions. Judge Gregory stated that for the past four years Erin Plante has served as both trustee and Secretary of the Board. Judge Gregory stated that due to public interest Erin Plante no longer needs to fill the

role. Judge Gregory extended his appreciation to Erin Plante for her continued service to the Board. Judge Gregory explained Erin Plante's vital role of getting the agenda together, posting the agenda and taking down the minutes of the meetings. Judge Gregory stated that the Secretary position is tasked with both taking the minutes and overseeing the finances. Judge Gregory stated that the finances have been delegated to the Law Librarian Amy Dodson and Erin Plante has volunteered to continue to support the Board by taking meeting minutes and posting meetings. Judge Gregory nominated Peter Handy as Secretary. Judge Gregory stated that Peter Handy has been on the Board for the past few years and is familiar with how the Board operates. Peter Handy accepted the nomination of Secretary. Judge Young nominated Judge Gregory as President. Judge Young stated that Judge Gregory has done a fantastic job and appreciates his service. Judge Gregory accepted the nomination of President. Judge Gregory formally asked Erin Plante to continue on as support staff to the Board. Erin Plante stated she would happy to continue on as support staff to the Law Library Board.

MOTION: Judge Young made a motion to nominate Judge Gregory as President and Peter Handy as Secretary.
SECOND: Cynthia Mohiuddin
AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin
NAYS: None
RESULTS: APPROVED

2. For Possible Action. Discussion of purchasing of computer components for Westlaw usage.

Judge Gregory stated that two meeting ago the scenario with Westlaw was that Westlaw was extending the law library free services and the Board had not signed a contract. Judge Gregory stated that at the last meeting, consideration of signing a contract with Westlaw for their online services was an action item on the agenda. Judge Gregory stated that at the last meeting it was discussed that Amy Dodson had already entered into a contract with Westlaw. Judge Gregory stated that the conversation has now evolved into the need for computer components to support Westlaw. Amy Dodson stated that the library has been closed and after reopening, operated reduced hours due to the pandemic. Amy Dodson stated that as of May 1st the Minden public library has gone back to full-time hours. Amy Dodson stated that when the law library was moved to the public library it was deemed that the computer was not functional and needed to be replaced. Amy Dodson recommended that a computer be purchased for the law library to access Westlaw. Amy Dodson stated that public library funds will cover the internet access and printing services for Westlaw. Judge Gregory asked if one computer would be sufficient for Westlaw access. Amy Dodson stated that absolutely one computer would be sufficient. Judge Gregory asked Amy Dodson if she had any ideas about cost. Amy Dodson stated that she has spoken to her IT department and the cost would be no more than \$2,000 for the computer and power backup. Judge Gregory asked if there are funds currently available through filing fees to cover the cost of the computer. Amy Dodson stated that the opening fund balance would cover the

cost of computer, which would be the carryover of funds from previous years. Amy Dodson stated that the current budget revenue for the law library is \$49,000, close to \$50,000, but the expenditures will not come close to that. Judge Gregory stated that law library revenue comes from filing fees and in the event that the law library expenditures exceed the filing fees the Law Library Board can request general funds from the Board of County Commissioners. Judge Gregory stated that in his 6 years of being President of the Law Library Board, the Board has never asked or come close to requesting general funds. Judge Gregory asked Amy Dodson that per her previous comments of the purchase of the \$2,000 computer, the Law Library Board would not have to request general funds to cover the expenditure. Amy Dodson stated that was correct. Judge Gregory asked if there were any questions for Amy Dodson. There were no questions for Amy Dodson. Judge Gregory stated that the computer for the law library that was housed at the JLEC building prior to the law library moving to the public library was deemed dated. Judge Gregory stated that there is a need for a new computer terminal and that access to Westlaw covers many of the publications required by statute. Judge Gregory stated that the computer will be housed in the public library, but designated for law library usage.

MOTION: Judge Young made a motion to purchasing of computer components for Westlaw usage at Amy Dodson's discretion at a cost of no greater than \$2,000.

SECOND: Cynthia Mohiuddin

AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin

NAYS: None

RESULTS: APPROVED

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 referenced the quarterly report provided by Amy Dodson that was attached to the agenda. Judge Gregory stated that the law library's move from the JLEC building to the public library is relatively new. Judge Gregory stated at the last meeting that Amy Dodson was tasked with providing the Board with a quarterly report 3 weeks in advance of the regular board meetings. Judge Gregory thanked Amy Dodson for the report and asked Amy Dodson to offer comments regarding the report. Amy Dodson stated that the report gives the first three quarters of fiscal year up to March 31, 2021. Amy Dodson stated she will be providing the report quarterly at each regular meeting. Amy Dodson stated that the opening fund balance/carry over from last fiscal year was \$31,164. Amy Dodson stated that projections for filing fees for this fiscal year was \$18,258, based on prior years. Amy Dodson explained that the salary and benefits for the law library are zero due to the law librarian position being funded by the public library. Amy Dodson stated that the expenditures for books and periodicals is 24% of the budget so far. Judge Gregory asked if Westlaw was included in the books and periodicals line item. Amy Dodson confirmed that Westlaw was included in the books and periodicals line item. Amy Dodson stated that she would confirm with the Finance Department what line item the purchase of the computer will come out of. Amy Dodson stated

that the ending percentage of the budget usage so far is 12% and Amy Dodson expects revenues to exceed the expenditures. Judge Gregory asked if the expense totals of \$49,875 seemed high compared to historical expenditures. Judge Gregory stated he does not want to get in a position where the law library needs to dip into the general fund. Amy Dodson stated that the expense total of \$49,875 is an adopted budget for the whole fiscal year, it is combination of projected filing fees and carry over funds from past fiscal years. Amy Dodson explained that is the available budget, but it does not mean it will be spent. Amy Dodson stated that the total without opening fund balance is traditionally around \$18,000, but it gives the law library a cushion of roughly \$30,000 and at the end of this fiscal year there will be more funds to carry over to the next fiscal year. Amy Dodson stated she concurred with Judge Gregory that the Law Library Board will not need to dip into the general fund for expenditures. Amy Dodson stated that even if the filing fees dropped to zero there would still be funds to cover this fiscal year's expenditures and then some.

Public Comment: None.

Adjournment –

MOTION: Judge Young moved to adjourn the meeting at 8:32 a.m.
SECOND: Peter Handy
AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin
NAYS: None
RESULTS: APPROVED

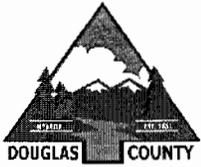


Budget Performance Report

Fiscal Year to Date 08/31/21

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	18,323.00	.00	18,323.00	.00	.00	.00	18,323.00	0	.00
301.100	Opening Fund Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Beg. Fund Bal./Reserves Totals</i>		\$18,323.00	\$0.00	\$18,323.00	\$0.00	\$0.00	\$0.00	\$18,323.00	0%	\$0.00
<i>Charges For Service</i>										
341.601	Clerks Fees	17,980.00	.00	17,980.00	1,746.37	.00	1,746.37	16,233.63	10	1,780.00
<i>Charges For Service Totals</i>		\$17,980.00	\$0.00	\$17,980.00	\$1,746.37	\$0.00	\$1,746.37	\$16,233.63	10%	\$1,780.00
<i>Miscellaneous Revenue</i>										
360.800	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Miscellaneous Revenue Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Interest Revenue</i>										
361.200	Interest On Investment	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.205	Investment-FMV Adjust	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.211	Invest. Earnings-LGIP	18.00	.00	18.00	.00	.00	.77	17.23	4	1.86
361.212	Invest. Earnings-BNY Mellon	423.00	.00	423.00	.00	.00	34.41	388.59	8	35.48
361.250	Inv Service Fees (Contra)	(16.00)	.00	(16.00)	.00	.00	(.16)	(15.84)	1	.00
<i>Interest Revenue Totals</i>		\$425.00	\$0.00	\$425.00	\$0.00	\$0.00	\$35.02	\$389.98	8%	\$37.34
<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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 000 - Revenue Totals		\$36,728.00	\$0.00	\$36,728.00	\$1,746.37	\$0.00	\$1,781.39	\$34,946.61	5%	\$1,817.34
REVENUE TOTALS		\$36,728.00	\$0.00	\$36,728.00	\$1,746.37	\$0.00	\$1,781.39	\$34,946.61	5%	\$1,817.34
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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



Budget Performance Report

Fiscal Year to Date 08/31/21

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
<i>Employee Benefits</i>										
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
<i>Services & Supplies</i>										
520.139	Rents/Leases Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.500	Admin & Overhead	3,591.00	.00	3,591.00	.00	.00	.00	3,591.00	0	.00
532.055	Books & Periodicals	26,018.00	.00	26,018.00	.00	.00	672.43	25,345.57	3	14.62
550.102	Bank Fees-Checking	11.00	.00	11.00	.00	.00	.00	11.00	0	.00
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$29,620.00	\$0.00	\$29,620.00	\$0.00	\$0.00	\$672.43	\$28,947.57	2%	\$14.62
<i>Capital Outlay/Projects</i>										
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
<i>Other Financing Uses</i>										
619.000	Contingency	391.00	.00	391.00	.00	.00	.00	391.00	0	.00
<i>Other Financing Uses Totals</i>		\$391.00	\$0.00	\$391.00	\$0.00	\$0.00	\$0.00	\$391.00	0%	\$0.00
<i>Ending Fund Bal/Reserves</i>										
625.103	Appropriated Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
699.000	Ending Fund Balance	6,717.00	.00	6,717.00	.00	.00	.00	6,717.00	0	.00
<i>Ending Fund Bal/Reserves Totals</i>		\$6,717.00	\$0.00	\$6,717.00	\$0.00	\$0.00	\$0.00	\$6,717.00	0%	\$0.00
Department 391 - Law Library Totals		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$672.43	\$36,055.57	2%	\$14.62
EXPENSE TOTALS		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$672.43	\$36,055.57	2%	\$14.62
Fund 222 - Law Library Totals										
REVENUE TOTALS		36,728.00	.00	36,728.00	1,746.37	.00	1,781.39	34,946.61	5%	1,817.34
EXPENSE TOTALS		36,728.00	.00	36,728.00	.00	.00	672.43	36,055.57	2%	14.62
Fund 222 - Law Library Totals		\$0.00	\$0.00	\$0.00	\$1,746.37	\$0.00	\$1,108.96	(\$1,108.96)		\$1,802.72
Grand Totals										
REVENUE TOTALS		36,728.00	.00	36,728.00	1,746.37	.00	1,781.39	34,946.61	5%	1,817.34
EXPENSE TOTALS		36,728.00	.00	36,728.00	.00	.00	672.43	36,055.57	2%	14.62
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,746.37	\$0.00	\$1,108.96	(\$1,108.96)		\$1,802.72