



SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

TOPIC: BOARD OF LIBRARY TRUSTEES INTERVIEWS

SUBJECT: INTERVIEW APPLICANTS AND MAKE APPOINTMENT TO FILL ONE UNEXPIRED FOUR-YEAR TERM ON THE BOARD OF LIBRARY TRUSTEES TO THE END OF APRIL 2023

RECOMMENDATION:

Interview the following applicants and make an appointment to fill one unexpired four-year term on the Board of Library Trustees to the end of April 2023.

Name
Adriana Duque Hughes
Cheryl Lentini
Daniel Bacon
Yvette Lozano

BACKGROUND:

At the meeting of [February 3, 2020](#), the City Council called for applications for the Board of Library Trustees Commission to fill one unexpired four-year term to the end of April 2023 due to resignation of Catherine Sumser. Originally, interviews were scheduled to be held on March 16, 2020 and the meeting was cancelled due to COVID-19, and we didn't reschedule interviews due to the Marin County Shelter-in-Place order and because all boards and commissions meetings were cancelled until further notice. Since then, staff is working to get boards and commissions set up to meet virtually, and this vacancy should be filled prior to the first Board of Library Trustees virtual meeting in July.

The [Board of Library Trustees](#) is an advisory board that meets monthly with responsibility to provide support for the Library Director, support the Library Foundation in its quest for a new library, serve as advocates for the Library to the City Council, and help increase the visibility of the Library in the community. [Meetings](#) are held on the second Tuesday of each month at 6:00 p.m. at the Downtown San Rafael Library, Library Meeting Room, San Rafael, California 94901; however, due to COVID-19, the Board of Library Trustees will meet virtually until in-person meetings resume.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

ANALYSIS:

The deadline for submitting applications was February 25, 2020, and the City Clerk's Office received five applications; however, one applicant withdrew their application following the close of the deadline. Staff recommends the City Council interview the four eligible applicants and make an appointment to fill the unexpired term of Catherine Sumser to the end of April 2023.

FISCAL IMPACT: There is no fiscal impact associated with this action.

COMMUNITY OUTREACH:

The call for applications for the Board of Library Trustees was advertised through mass email notification, Canal Alliance, the City website, Nextdoor and Facebook social media platforms.

RECOMMENDED ACTION:

Interview the four applicants and make appointment to fill one unexpired four-year term on the Board of Library Trustees to the end of April 2023.

ATTACHMENT:

1. Four (4) applications
2. Board of Library Trustees Municipal Code Section 2.16.030

Profile

Adriana

First Name

Duque Hughes

Last Name

Middle Initial

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

San Rafael

City

CA

State

94901

Postal Code

Are you a resident of San Rafael

Yes No

Resident of the City of San Rafael for how many years?

4

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Gartner

Employer

Senior Director, Executive
Advisory Leader

Job Title

Business Address

[Redacted]

How did you learn about this vacancy? *

NextDoor

Interests & Experiences

Do you participate in any civic activities?

I frequently volunteer at Glenwood school, at heads up fundraisers for all San Rafael Schools, and at animal shelters. I am a philanthropist at the Latino community foundation

List any civic organizations of which you are a member:

Latino Community Foundation

Education:

I hold a doctorate degree by the University of Cambridge on developmental psychology, two masters degrees on Business and management at Cambridge and London School of Economics

Why are you interested in serving on a board or commission?

I am very interested in serving on a board, particularly on the board of our beloved library which we frequent on a weekly basis.

Describe possible areas in which you may have a conflict of interest with the City:

I do not have a conflict of interest.

Upload a Resume

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Ethnicity:

To which gender do you most identify?

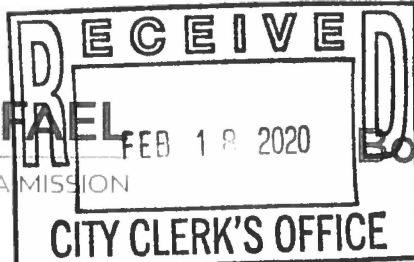
[Redacted]

How old are you?

[Redacted]



SAN RAFAEL
THE CITY WITH A MISSION



City of San Rafael
Board of Library Trustees

Boards and Commissions Application

Applicant Information

Full Name: CHERYL A. LENTINI

*Address: [REDACTED]

Street Address	Apartment/Unit #
<u>SAN RAFAEL</u>	<u>94901</u>
City	State ZIP Code
	<u>CA 94901</u>

*Phone: [REDACTED] *Email [REDACTED]

Resident of San Rafael for 20 years.

Employer: SELF EMPLOYED

Occupation: ARCHITECT

Business Address: SAME AS ABOVE

Street Address	Apartment/Unit #
City	State ZIP Code

Education

B. ARCHITECTURE UNIVERSITY OF NOTRE DAME

Supplemental Questions

Participation in the following civic activities:

MEMBER - LIBRARY FOUNDATION BOARD

PAST MEMBER - SAN RAFAEL DESIGN REVIEW BOARD

MEMBER - FRANK LLOYD WRIGHT CIVIC CENTER CONSERVANCY

DAY LEADER - HAWKWATCH - GOLDEN GATE RAPTOR OBSERVATORY

Member of the following civic organizations:

My reasons for wanting to serve are:

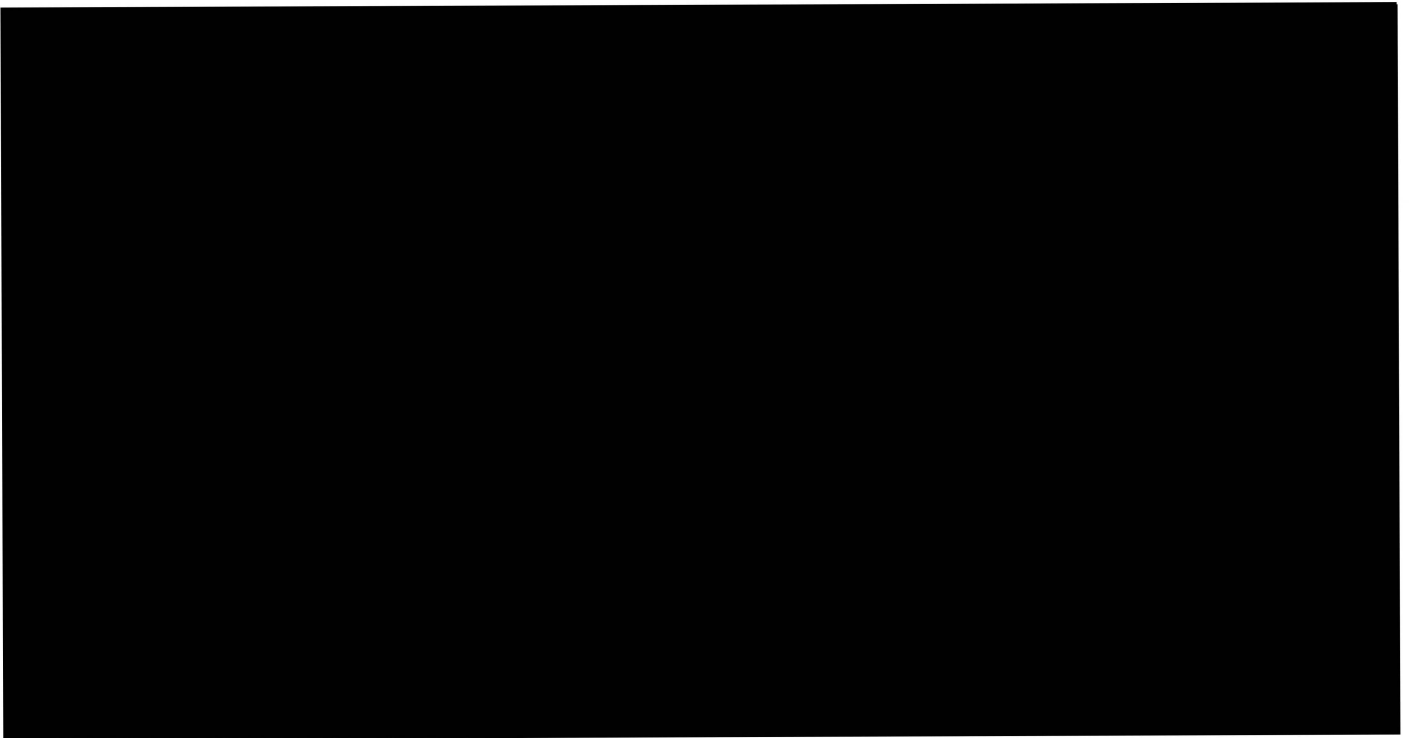
LIBRARIES ARE A VITAL PART OF THE COMMUNITY & I WANT TO SEE OUR LIBRARY CONTINUE TO BE A CRITICAL RESOURCE TO OUR RESIDENTS FOR MANY MORE GENERATIONS.

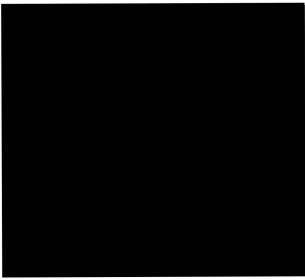
Describe possible areas in which you may have a conflict of interest with the City:

NONE

Demographics (Optional)

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Signature

Signature: Cheryl Alenfina

Date: 02-04-2020

Filing Deadline:

Date: Tuesday, February 25, 2020
Time: 5:00 p.m.

Mail or deliver to:

City of San Rafael, Dept. of City Clerk
City Hall, 1400 Fifth Avenue, Room 209
San Rafael, CA 94903

*Information kept confidential, to the extent permitted by law.

Profile

Daniel _____ Bacon _____
First Name Middle Initial Last Name

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Email Address

Street Address

Suite or Apt

San Rafael _____
City

CA _____
State

94901 _____
Postal Code

Are you a resident of San Rafael

Yes No

Resident of the City of San Rafael for how many years?

16

Primary Phone

Alternate Phone

Self _____
Employer Job Title

Business Address

How did you learn about this vacancy? *

City Manager's Newsletter

Interests & Experiences

Do you participate in any civic activities?

I volunteer at San Rafael High School, my son's school. In that capacity I am a member of the SRHS Music Boosters. I work at the SRHS tree lot. I provide food and transportation for the SRHS Jazz Band. I am a volunteer at the annual Porchfest event.

List any civic organizations of which you are a member:

Gerstle Park Neighborhood Association San Francisco Museum and Historical Society

Education:

Graduate of San Francisco State University - BA in business

Why are you interested in serving on a board or commission?

My mother was a librarian and I am a writer. Books are in my blood, and there is no better place to find a book than the public library. With my knowledge of books and libraries and my ability to read financial statements, I believe I can make a significant positive contribution to the San Rafael Public Library.

Describe possible areas in which you may have a conflict of interest with the City:

None.

[Daniel Bacon Curriculum vitae.pdf](#)

Upload a Resume

Demographics (Optional)

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Ethnicity:

To which gender do you most identify?

[Redacted]

How old are you?

[Redacted]



Daniel Bacon

Contact Information

[REDACTED]
[REDACTED]
[REDACTED]

Family

Married: Patty Gessner
Son: Brendan Bacon (15yrs) sophomore at San Rafael High School

Employment History

Novelist/Property Manager 2002 - present
Director: Barbary Coast Trail 1996 - 2002
Account Executive: Pat Meir Public Relations 1993 - 1994
General Contractor: Daniel Bacon General Contractor 1978 – 1990

Education

BS in Business Administration San Francisco State University
Graduated 1992 Magna Cum Laude

Skills

Construction project management, ability to understand financial statements, proficient at Word, Excel, Photoshop, Premiere

Volunteer Experience

Board Member San Francisco Museum and Historical Society 1996 – 2005
Cub Scouts Den Leader 2006 – 2008
Little League Coach 2009
CYO Basketball Coach 2012 – 2013
Friends of China Camp 2017
We Are SR – 2016 - 2017

Awards

City Award – San Francisco Beautiful

Publications and Media

Articles in Hemispheres Magazine, Where Magazine, Grand Times
Appeared in KQED's Sin, Fire, and Gold, KRON's Bay Area Back Roads,
and documentaries Saving the Bay and Soiled Dove.

Books

Walking San Francisco on the Barbary Coast Trail
Frisco

Interests

Reading, cooking, playing guitar, travel

Profile

Yvette _____ A _____ Lozano _____
First Name Middle Initial Last Name

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Email Address

Street Address

Suite or Apt

San Rafael _____
City

CA _____
State

94903 _____
Postal Code

Are you a resident of San Rafael

Yes No

Resident of the City of San Rafael for how many years?

5.5

Primary Phone

Alternate Phone

Wealth Plus, Inc _____
Employer

Client Success Manager _____
Job Title

Business Address

How did you learn about this vacancy? *

NextDoor

Interests & Experiences

Do you participate in any civic activities?

Yes. I vote in local and national elections. I participate in the Women's Marches. I have volunteered at Canal Alliance as an ESL teacher aide. I am also a former library volunteer at Miller Creek Middle School. I have also previously volunteered in the Reading Program at Vallecito Elementary. Have helped Rotary groups assemble care packages for military group overseas.

List any civic organizations of which you are a member:

SURJ-Marin

Education:

Some college, currently attending COM

Why are you interested in serving on a board or commission?

I am an avid reader and have always loved libraries. I believe they are an integral and vital part of any community.

Describe possible areas in which you may have a conflict of interest with the City:

None that I am aware of

[YLozano_Resume.docx](#)

Upload a Resume

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Ethnicity:

To which gender do you most identify?

[Redacted]

How old are you?

[Redacted]



YVETTE LOZANO

[REDACTED], San Rafael, CA 94903

SUMMARY

Motivated office manager with excellent leadership, project management and problem-solving abilities developed over 20+ years of progressive administrative experience. Well-versed in all administrative needs of fast-paced and successful businesses. Excellent at learning and adapting quickly to changing business demands. Diligent coordinator of resources to accomplish daily needs and exceed performance targets.

SKILLS

- MicroSoft Office (Word, Excel, Access, Power Point)
- Google Drive (Google Docs, Google Sheets)
- Oracle Deltek Vision -- Impromptu GCS
- Data Entry; 10-Key by touch
- Bilingual-Spanish
- Able to handle confidential information
- Assist with recruitment processes
- Assist with training, development, and new-employee on-boarding
- Excellent Communication Skills (written and verbal)
- Workflow Management
- Quick Learner

EXPERIENCE

Client Services Manager / Wealth Plus, Inc - San Rafael, California

02/2017 - Current

- Account and client maintenance; responsible for opening and transferring client accounts; on-boarding of new clients
- Update and prepare all necessary reports, including quarterly billing; initiate and support portfolio allocations and recommendations; help implement new investment strategies and procedures
- Track compliance reporting; certificates of insurance; filing necessary reports and license renewals with appropriate agencies
- Purchasing and vendor relations; supervision of part-time and temporary employees; budget controls and operations management
- Ensure that compliance regulations are adhered

Office Administrator / Smith Engineering Company - Albuquerque, New Mexico

10/2011 - 07/2014

- Front desk reception; greet visitors; order supplies; vendor relations; accounts payable; petty cash reconciliations; travel arrangements
- Project setups; project billing and forecasts; bids and proposals coordination; word processing; proofreading and editing; document production; certificates of insurance; document control and archiving
- Help create and update policies and procedures
- Assist with benefit plans and compensation; and other HR issues

Document Control Specialist / Kleinfelder - Albuquerque, New Mexico

03/2006 - 03/2011

- Supervise administrative functions, including word processing, front reception, on-boarding and orientation of new employees, and general office management
- Status reports, invoice and bill tracking, audits, contract compliance, accounts payable, accounts receivable, scheduling, procurement, bid review, proposals, and cost estimations

SAN RAFAEL CHARTER

ARTICLE IX Public Library, Section 1. BOARD OF LIBRARY TRUSTEES.

There shall be a board of *library* trustees to be appointed by the council, the exact number of which shall be set by ordinance or resolution of the council, one of whom may be a councilman. The members of the board shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the council. The terms of office of members of the board shall be staggered in the manner provided by resolution of the council. The board of *library* trustees shall exercise such powers and perform such duties as may be prescribed or conferred in this charter or by the ordinances of the city. (Assembly Concurrent Resolution No. 121, August 20, 1973: Senate Concurrent Resolution No. 46, May 31, 1967.)

2.16.030 Board of library trustees.

A board of library trustees is created. (Ord. 889 § 6, 1967)

2.16.031 Trustee membership--Compensation.

The board of library trustees shall consist of five members appointed by the city council, one of whom may be a councilman. All members shall serve without compensation. (Ord. 889 § 7 (part), 1967)

2.16.032 Trustee term of office and removal.

The members of the board of library trustees shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the city council. The terms of office of members of the board of library trustees shall be staggered in the manner provided by resolution of the city council. (Ord. 889 § 7 (part), 1967)

2.16.033 Trustee powers and duties.

Subject to the direction and control of the city council, as provided in Section 2.04.030 of this code, the powers and duties of the board of library trustees shall be:

To assess and evaluate current and long-range needs of the library; to formulate and adopt policies, rules and regulations with respect to programs and facilities to meet such needs of the community, including recommendations for sites and design of facilities. Such formulations and adoptions shall be made in conjunction with recommendations of the librarian;

To review, comment and make recommendations regarding the annual operating budget of the library;

To receive, and review periodic reports from the librarian concerning the general operations and functions of the library;

To recommend ways to inform the citizens of San Rafael as to the various programs, services, and assistance which the library affords all citizens;

To promote intergovernmental cooperation in the development of library services, patronage and usage;

To perform such other duties as may be prescribed by the city council.
(Ord. 1131 § 3, 1974: Ord. 889 § 7 (part), 1967).