



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 AN APPOINTMENT TO FILL ONE UNEXPIRED FOUR-YEAR TERM TO THE END OF APRIL 2023 ON THE BOARD OF LIBRARY TRUSTEES DUE TO THE RESIGNATION OF ERIC HAN

RECOMMENDATION:

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

Name
Ceci De La Montanya
Kelly Stuart
Lawrence Andow
Sunny Lee

BACKGROUND:

The [Board of Library Trustees](#) is an advisory board that meets monthly with responsibility to provide support to library administration, work to support the process 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 2nd Tuesday of each month at 6:00 p.m.

Eric Han submitted his resignation on April 25, 2022 and the City Clerk’s office recruited for applications the same day.

ANALYSIS:

The City Clerk’s office received a total of four applications for the single vacancy, verified each applicant resides in City limits, and scheduled a Special City Council meeting to

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

conduct interviews for June 21, 2022. Staff recommends interviewing the applicants and making an appointment to the single vacancy to the end of April 2023.

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

COMMUNITY OUTREACH:

The call for applications for the Board of Library Trustees was advertised through mass email notification, the City website, social media platforms, and physically posted at City facilities.

RECOMMENDED ACTION:

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

ATTACHMENT:

1. Four (4) Applications
2. Municipal Code Excerpt

#3

COMPLETE

Collector: Web Link 1 (Web Link)
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Time Spent: 00:12:33
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Page 1

Q1

Contact Information

First and Last Name	Ceci De La Montanya
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3

What Board would you like to apply to?

**Board of Library Trustees,
Park and Recreation Commission**

Page 3

Q7

How long have you lived in San Rafael?

3.5 years

Q8

Business Information

Company	Self Employed
Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94901

Q9

How did you hear about this vacant position?

Other (please specify):

Email

Q10

Do you participate in any civic activities? If so, what are they?

I am actively looking for more civic activities to participate in outside of volunteering with my child's preschool. I am currently working with the Canal Alliance and other local partners to help establish a new soccer league in the Canal area.

Q11

List any civic organizations of which you are a member:

I am not currently a member of any civic organizations, but would like to be. When I worked at OpenGov, I advised and worked alongside hundreds of local governments across the country to establish fiscal transparency initiatives. I previously worked in the British parliament where I managed constituency correspondence and various parliamentary initiatives including a delegation visit to Latvia.

Q12

Education:

I have dual Bachelor of Arts degrees, summa cum laude, in politics and communication studies from the University of San Francisco and a Master of Science degree in Media and Communication Development from London School of Economics

Q13

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

We love living in San Rafael and I would like to play a role in shaping its future. My young daughters and I visit the parks and library regularly. I believe my personal experience as a young family using these services, coupled with my experience in government will enable me to be a pragmatic advocate for their ongoing administration.

Q14

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

None.

Q15

Upload your resume.

Ceci_De_La_Montanya_AUG 2019.docx.pdf (79.9KB)

Boards and Commissions Application

Q16

Other (please specify):

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18

How old are you?

[REDACTED]

Ceci De La Montanya

San Rafael CA 94901

SUMMARY OF QUALIFICATIONS

I am a self-starting communications professional with 15+ years of experience in San Francisco, New York City and London across the government, healthcare, and edtech sectors. Key highlights:

- Planned and executed numerous product launches for companies at various growth stages
- Skilled in adapting communications messaging and strategy for local and international audiences
- Keen eye for detail that translates to excellent project management abilities

WORK EXPERIENCE

FREELANCE COMMUNICATIONS CONSULTANT

SEP 2016 – PRESENT

- Work with various mission-driven startups in the digital health, edtech and govtech industries including BetterUp, Benepass, OpenComp, Dignity Health, Ambra Health, Trov, OpenGov, Udemy, and De La Montanya Winery to advise on communications strategy, content marketing, positioning and launches.

VICE PRESIDENT, CLIENT SERVICE

2019 – 2020

Allison+Partners

San Francisco, CA

- Led client service and overall strategy for a portfolio of health and wellness clients totaling \$2m+ in annual revenue.
- Drove integrated communications strategies for clients and worked cross-functionally across A+P service areas.
- Managed junior staff and led by example for exemplary client service.

DIRECTOR, GLOBAL COMMUNICATIONS

JAN 2016 – SEP 2016

Udemy

San Francisco, CA

Udemy is a global learning marketplace connecting expert instructors and students around the world.

- Led and scaled global communication program focusing on US, UK, German and Brazil markets.
- Stewarded a series of corporate announcements including a \$60 million funding round, the company's first acquisition, 10 million student milestone and significant marketplace price change, all within the first six months.

HEAD OF PUBLIC RELATIONS

OCT 2014 – NOV 2015

OpenGov

Redwood City, CA

OpenGov is a fast growing Andreessen-backed government technology start-up that enables governments to more effectively manage and share their budget data.

- Built public relations function from scratch including strategic objectives, tactical timeline and all resources for PR, social media, speaking engagements and awards. Recruited and onboarded PR agency.
- Developed corporate messaging, media trained executives, and secured brand-building pieces including being recognized as a World Economic Forum Technology Pioneer.
- Created scalable media launch kit for government customers to foster steady stream of awareness in local target markets and managed high-profile customer launches including the Treasurer of Ohio, Miami and Pittsburgh.
- Pitched a \$500K grant program to non-profit Innovate Your State and managed project through to media launch.

SR. PR MANAGER

OCT 2012 – SEP 2014

OpenTable

London, UK & San Francisco, CA

OpenTable is the global leader in online restaurant reservations. I oversaw public relations and social media for OpenTable Europe and transferred to the SF headquarters to take on more responsibilities.

- Developed communications strategy, company narrative and objectives in Europe.
- Built foundational news bureau elements including a UK-based press center and blog and manage ongoing cross-platform editorial calendar.
- Nurtured critical media relationships and championed customer success stories resulting in a 100% increase of press coverage in the UK in the first year.
- Adapted and introduced flagship US PR program - Diners' Choice - to UK and German markets.
- Promoted within six months and transferred to San Francisco to expand role to include North America.
- Played key role in the communications strategy and execution of the \$2.6B Priceline acquisition and mobile payments launch to NYC.

PARLIAMENTARY RESEARCHER 2010 – 2012
UK Parliament, Christopher Pincher MP London, UK
Member of Parliament for Tamworth, based in his Westminster office. Held position while completing a graduate degree at the London School of Economics.

- Researched briefs for MP to participate in chamber activities (debates, interventions, speeches and questions) and Energy and Climate Change Committee activities.
- Developed press releases, speeches, statements, and by-lined articles on behalf of MP.
- Created new website for the MP <http://christopherpincher.com> and social media strategy.
- Liaised with various ministerial offices on behalf of constituents including the Home Office, Foreign & Commonwealth office, Ministry of Defense, Work & Pensions, Education, Business Innovation & Skills, etc.
- Oversaw the creation of an All-Party Parliamentary Group to foster bi-lateral relations with Latvia and coordinated group's activities including a delegation visit, liaising with the Embassy of Latvia and Latvian Government.

FREELANCE WRITING & PUBLIC RELATIONS 2010 – 2012
Various clients London, UK

- Freelance public relations work for Airbnb (strategy planning and media outreach surrounding international travel related to the Royal Wedding,) and hotelclub.com.

DIRECTOR, PR & MARKETING 2008 – 2010
Charlie Palmer Group NEW YORK, NY

The Charlie Palmer Group is a collection of 12 restaurants, 2 wine shops, and boutique hotels owned and operated by celebrity chef Charlie Palmer. I was the head of marketing and public relations for this hospitality group.

- Developed and led marketing strategy for two restaurant openings in 2009, including relocating the flagship restaurant Aureole in New York City and oversaw all new branding development.
- Implemented successful new digital marketing strategy to complement central sales office, including Website re-launch and social media; built customer database of 120,000 members in the first year.
- Oversaw development of all marketing, press and internal collateral, including advertisements, partnerships, press releases and flyers in addition to developing creative promotions and events for cross marketing venues.
- Managed stakeholder relationships, including tenants, partners, media agencies, sponsors and charities.

ACCOUNT MANAGER 2004 – 2008
Allison+Partners San Francisco, CA/ New York, NY

Mid-sized public relations agency, <http://allisonpr.com>. Client portfolio included: The Michelin Guides, ZipRealty, Bay Area Air Quality Management District, Hard Rock Hotel & Casino, Cakebread Cellars, Popchips, Everlands Destination Club, C.F. Sauer Food Company, ARAMARK Parks & Resorts, Peter Lik Galleries.

- Managed teams of 4-5 and served as main client contact; specialized in brand positioning/messaging, creative promotions, media outreach, launch events, media training, sponsorships and new business development.
- Developed agency's Food and Beverage practice specialty.
- Led the integrated marketing launch of the Michelin Guides to the western US, including managing campaigns in San Francisco, Los Angeles, and Las Vegas.

EDUCATION

LONDON SCHOOL OF ECONOMICS & POLITICAL SCIENCE 2010 - 2011
MSc (hons) in Media and Communication Development London, UK

UNIVERSITY OF SAN FRANCISCO 2001 - 2005
Dual BA degrees in Politics and Communication Studies San Francisco, CA

- Summa Cum Laude distinction and recipient of the Top Communications Student Award

ACTIVITIES & INTERESTS

- Elected Treasurer of the LSE SU Bacchus Wine Society and selected to represent LSE at Bollinger international university tasting challenge in Champagne, France (2010-11)
- Former member of New York's Citymeals-on-Wheels leadership committee for the development of a new Young Professionals organization; increased membership to 300 in first year (2008-2010)
- Helped to establish family business: De La Montanya Winery & Vineyards and served as brand manager
- Former Ballroom & Latin dance instructor and choreographer at Dance Arts Studios in San Rafael, CA (2001-2004)
- Interests include: dining, international travel (visited all 28 EU member countries), public speaking, snow skiing, softball, and ballroom dancing

#1

COMPLETE

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Page 1

Q1

Contact Information

First and Last Name	Kelly Stuart
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

4.5 years

Q8

Respondent skipped this question

Business Information

Q9

Friend

How did you hear about this vacant position?

Q10

Do you participate in any civic activities? If so, what are they?

I volunteered at Laurel Dell last year to help students learn to read.

Q11

List any civic organizations of which you are a member:

NA

Q12

Education:

Ed.D. in Education Leadership
M.A. in Education Leadership (Admin Credential)
B.S. in Liberal Studies

Q13

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

I want to get more involved in our community to help it get better. I am interested in the library commission because I care deeply about literacy.

Q14

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

NA

Q15

Upload your resume.

Stuart 2020.pdf (119.2KB)

Page 4: Demographics

Q16

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18



How old are you?

Kelly Stuart is President and Chief Operating Officer for Collaborative Classroom, a nonprofit education publisher. Kelly oversees a team of 85 full time staff and 50 independent contractors to sale and implement literacy and social emotional learning programs to school districts across the United States. Collaborative Classroom's curriculum reaches two million students each year and earns \$25 million in revenue.

KEY ACCOMPLISHMENTS

Sales Management- developed pipeline process that allows the organization to forecast, understand customer base purchasing patterns, and identify new opportunities.

Sales Team Development- created new structure and hired highly credible educators to sale programs (moved away from 100% independent reps to 60% full time staff). This shift built stronger relationships with customers that improved our implementations and retention of customers and reduced overall expenses for the organization.

Management Practices- took the lead on developing plan for improving each manager's ability to focus on employee growth, owning their role as manager, and heightening their accountability of team performance.

Relationship building- established relationships with organizations and press (CORE, EdWeek, WestEd, Children's Literacy Initiative, established literacy researchers, etc.).

PROFESSIONAL EXPERIENCE

- 2016-present** **President & Chief Operating Officer**
Center for the Collaborative Classroom, Oakland, CA
Coordinate and lead major departments in the organization, which include Sales, Marketing, Program Development, Publishing Services, Human Resources, and Technology. Lead all outward facing communications with press and partnerships with outside organizations.
- 2013-2016** **Vice President, Sales and Implementation**
Center for the Collaborative Classroom (previously Developmental Studies Center), Oakland, CA
Led sales efforts to bring literacy and social emotional learning programs to 80,000 classrooms per year in the United States and Latin America. Co-led (with CEO and CFO) a major turnaround effort to ensure long-term sustainability of the organization by building the sales IQ across the organization and restructuring the sales and implementation teams.
- 2010-2013** **Senior Research Associate**
WestEd, San Francisco, CA
Led dissemination for Doing What Works (DWW) in collaboration with the U.S. Department of Education, American Institutes for Research, and RMC Research. Led development and design of the School Turnaround Learning Community sponsored by the U.S. Department of Education as the primary communication tool for School Improvement Grantees. Lead author of the chapter focused on communities of practice for School Improvement Grantee.

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- 2006–2010** **Assistant Director of Dissemination (Sales)**
Developmental Studies Center, Oakland, CA
 Responsibilities included overseeing \$5 million-dollar grant to benefit over 65,000 low-income children across the U.S. in areas of literacy and mathematics. Presented at national and state conferences on topics such as reading comprehension, Response to Intervention (RtI), writing, and community building. Led dissemination efforts in Latin America.
- 2003–2006** **Director of Special Programs**
Success for All Foundation, Baltimore, MD
 Coordinated development, dissemination, and marketing for supplemental programs focused on reading comprehension, leadership, phonics, schoolwide systems, and beginning reading. Led Leadership Academy sessions with principals in San Jose, Redwood City, and Salinas school districts over a two-year period focused on data, root cause analysis, and goal setting. Managed team of 11 full-time consultants who delivered professional development to teachers and school administrators to implement research-based practices in the area of reading.
- 2001–2003** **Area Manager**
Success for All Foundation, Baltimore, MD
 Oversaw reform initiatives in 120 schools in California and Hawaii. Focused on systemic change processes. Managed and led a team of professional developers/consultants in California and Hawaii. Taught team to interpret and analyze state level data.
- 2000–2001** **Education Consultant**
Education Partners, San Francisco, CA
 Led professional development with teachers and administrators to improve the implementation of literacy and school-wide practices in CA, NM CO, WA, and OR
- 1997–2000** **Elementary Teacher**
Big Springs Elementary, Big Springs, CA
 Taught second grade and middle school students. Member of school site council. Coached basketball, volleyball, and cheerleading.

EDUCATION

- 2012** Ed.D in Educational Leadership-Social Justice, San Francisco State University
2004 M.A., Education Administration, San Francisco State University
2004 Preliminary Administrative Credential, San Francisco State University
1997 Multiple Subject Teaching Credential, Simpson College
1996 B.S., Liberal Studies, University of the State of New York, Albany

SELECTED PUBLICATIONS

- Stuart, K., Duffield, J., Hale, S. (2014). *Turnaround Communities of Practice: Addressing the Urgency*. The state role in school Turnaround: emerging best practices, San Francisco, CA, WestEd.
- Chi, B., Wierman, T., & Stuart, K. (2013). *Examining Potential Effects of Afterschool KidzScience Curriculum and Professional Development Resources*. American Educational Research Association, San Francisco, CA.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, April 27, 2022 10:02:00 PM
Last Modified: Wednesday, April 27, 2022 10:20:28 PM
Time Spent: 00:18:28
IP Address: 23.127.165.142

Page 1

Q1

Contact Information

First and Last Name	Lawrence Andow
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

30 years

Q8

Business Information

Company	Retired
---------	---------

Q9

City Manager's Newsletter

How did you hear about this vacant position?

Q10

Do you participate in any civic activities? If so, what are they?

Currently - Peacock Gap Homeowners Association - Board Member and Treasurer; Experience Corps (San Pedro School); Marin Villages Volunteer and San Pedro Road Coalition Emergency Preparedness Committee.

Q11

List any civic organizations of which you are a member:

Locally - Friends of San Rafael Library; MALT; One Tam;

Q12

Education:

MBA from U.C. Berkeley Haas School; M.S. and B.S. in Agricultural Economics from U.C. Davis.

Q13

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

I along with my family have been the beneficiaries of the San Rafael Library system since we moved here in 1992. Now retired I would like to give back with my time and experience to further the mission of SR Libraries to serve all residents through new technology (e.g. ebooks); new services (e.g. Northgate popup library) and a new community based library building based on the functional requirements of serving all sectors of the public.

Q14

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

None that I am aware of.

Q15

Upload your resume.

Larry Andow Resume 2:2016.pdf (82.7KB)

Page 4: Demographics

Q16

Ethnicity

[REDACTED]

Boards and Commissions Application

Q17



To which gender do you most identify?

Q18



How old are you?

Larry Andow

Education/Qualifications

- B.S. and M.S., Agricultural Economics, University of California, Davis
- MBA Finance, University of California, Berkeley

Major Projects

Business Intelligence (Director) — Commercial Real Estate (CRE) Loan Database - MUFG Union Bank

- The Bank's Commercial Real Estate (CRE) Line of Business sponsored and I managed the development of a single CRE capture and reporting platform (CRECM) for the Bank's \$13 billion 3,000 loan portfolio:
 - CRECM provides a common database platform that manages a variety of loan types: permanent, bridge, construction and land.
 - CRECM provides a common database platform that manages a variety of property types: investor income producing apartment, office, industrial, and retail as well for-sale homebuilders - both tract and condominiums.
 - CRECM became the Bank's System of Record for CRE metrics.
 - CRECM was integrated into the Bank's existing Moody's RA Platform system.
 - CRECM was linked directly into the bank's loan grading system — PD and LGD scorecards.
- After CRECM's development and deployment, I managed CRECM's reporting and upgrades. Responsibilities included:
 - Working with the Bank's IT department to create a reportable data mart that receives daily feeds from CRECM as CRECM is now the Bank's system of record for CRE loan metrics.
 - Formed a Working Group of Users to solicit feedback for improvements to CRECM's functionality.
 - Created a Day 2 log based on the Working Group feedback. Implemented upgrades based on the Day 2 log. This includes the identification of funding sources, setting priorities, and implementing upgrades.

Regulatory Reporting (Director)— Subject Matter Expert — Commercial Real Estate - Comprehensive Capital Analysis and Review (CCAR) Reporting - MUFG Union Bank

- In response to an MRA on the Bank's CCAR process, I was assigned to review the Bank's CRE Wholesale reporting process and revise it to meet CCAR reporting requirements. Within a year the MRA had been reduced to an MRA. The process included:
 - Reviewing Wholesale CRE Edit Checks and remediating them procedurally or by correcting the system of record.
 - Creating logic to accurately map the location of CRE reporting metrics to the Bank's CCAR Wholesale CRE reports.
 - Identifying and writing Management Identified Issues (MIIs) and Adjunct (manual) reporting files.
 - Analyzing and developing logic for the FRB's proposed rule making (NPRs) for the CRE Wholesale schedules.
 - Managing stakeholder relationships and the review/approval processes including serving as a liaison between the CCAR Reporting Team and the CRE Lines of Business.

Account Officer (VP) — Commercial Real Estate Lending, MUFG Union Bank

- From 2005 through 2007 a Bank Relationship Manager for large private and public commercial real estate developers/investors from the west coast to the midwest.
- Generated between \$300 and \$400 million in new loan volume and cross sell opportunities annually.
- Closed the first loans with six new customers.
- All loans made during those three years were paid as agreed. None went to workout.

Account Officer (AVP/VP) — Commercial Real Estate Lending, (CRE) Wells Fargo and First Chicago

- Increasing account responsibility for large CRE developers and investors in Chicago, Los Angeles and San Francisco.
- Accomplished at Wells Fargo, the first agented CRE bank debt syndication by Wells Fargo for taking a private CRE firm public.
- Completed First Chicago's Credit Training Program (CTP 23).

Professional Work History

MUFG Union Bank	Commercial Real Estate Business Intel	2008-2/2016
MUFG Union Bank	Commercial Real Estate Acct. Officer	2005-2007
Wells Fargo Bank	Commercial Real Estate Acct. Officer	1989-1999
First National Bank of Chicago	Commercial Real Estate Acct. Officer	1983-1989

References Provided Upon Request

#1

COMPLETE

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Time Spent: Over a day
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Page 1

Q1

Contact Information

First and Last Name	Sunny Lee
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

24 years

Q8

Business Information

Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94901

Q9 **Community Center / Library,**
How did you hear about this vacant position? **Friend**

Q10
Do you participate in any civic activities? If so, what are they?
Volunteering as a secretary of a neighborhood association (liaison for critical informations and notices within the city).

Guide and assist a group of disabled/low-income families to access to the low cost internet for school-age students.
Participated in many school events to support teachers and students for the past 12 years.

Attending City Council, Board and Commission and other city public meetings to be informed and educate the community and neighborhood whom were not able to attend.

Participating in many Climate Change Action events and forums particularly Bill Carney leads.

Advocate and participate in MarinFreecycle User Group where members recycle and reuse any tangible items so it won't end up in the Landfill.

Q11
List any civic organizations of which you are a member:

Southern Heights Neighborhood Association.
San Rafael High School PTO (WeAreSR!)
MarinFreecycle

Q12
Education:
School of Visual Arts, NYC, Master of Fine Arts in Computer Art/Animation
Parsons School of Design/School of Visual Arts, Bachelor of Fine Arts in Communication Arts/Graphic Design

Q13
Why are you interested in serving on a board or commission?
The idea of serving on a board has been suggested to me by a couple of friends who are also frequent patrons of the library. My appreciation towards SR libraries runs deep as we're frequent library visitors and attendees for numerous events and services. Increased diversity on city boards and commissions has been a stated priority of council members & mayor since 2020, and highly anticipated plans for the new library have been on the drawing board for some time. It's an exciting time in the history of San Rafael Library and I'd be honored to assist everyone in that endeavor.
Back in 2015, I was invited to participate in the Public Library Community Visioning workshop by Sarah Houghton, then a library director, as I support SR library in every respect. I look forward a new chapter of the story of San Rafael libraries. Libraries are still people places. I will continue to advocate that premise and support the library.

Q14

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

None

Q15

Upload your resume.

Sunny SR Library Board Resume May 2022.pdf (64.5KB)

Page 4: Demographics

Q16

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18

How old are you?

[REDACTED]

Objective

To serve as a commissioner for Planning Commission at the City of San Rafael.

Experience

Tech Support for Neighborhood Elderly **2010-present**

I have been the go-to tech support for a handful of senior neighbors who are in their 70's or 80's for the past decade. Have helped many seniors when they have difficulties with the internet, TV connections, emails, navigating e-commerce, copying/printing documents, photos, relocating old files and upgrading to a new OS/computer. After more than 10 years of assisting the growing elder population in my neighborhood, I have gained the skill, confidence, and patience to guide them with simple solutions that are appropriate to their abilities while treating them with respect and also giving them an opportunity to move forward with their own learning opportunities.

Secretary for Southern Heights Neighborhood Association **2012 to current**

Responsible for organizing the communications of the 150-member neighborhood association. Updating and keeping the directory of 150 members as people move in and out of the neighborhood has taken a great deal of attention and keeping good records.

Parent & Teacher Organization **2010 to 2018**

Working with other parents at helping & supporting teachers, staff, and students, with activities such as an annual fund-raising effort, helping organize PTO meetings and communications and planning/hosting book fairs and open house events at a public elementary school of 500 students.

Computer Graphics Special Effects Artist **1996 to 2009**

Worked as a computer graphic artist/technical director specialized in creature anatomy, muscle movement and hair, clothing, and simulations of solid objects that were added to live action movies, such as Titanic, Star Wars and Harry Potter.

Industrial Light & Magic (San Rafael & San Francisco, CA)

Digital Domain (Los Angeles, CA)

Education

School of Visual Arts, NYC, MFA in Computer Art **1993-1995**

Specialized in Computer Animation. Required an understanding of all aspects of 3D animation from creating a story, modeling, animation, lighting, rendering and editing the short animated film with sound and music.

Parsons School of Design/School of Visual Arts, BFA in Graphic Design **1990-1993**

Graphic Design, Communication Arts, Advertising, Marketing Campaign, Company Logo Design.

Skills

2D and 3D computer software (Photoshop, Illustrator, InDesign, MS Words & Office, Google Drive/ Spreadsheet, iMovie). Proficient with troubleshooting on MacOS and iOS.

Digital Photography

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).