




Special Meeting
Agenda Item No: SM 1
Meeting Date: May 9, 2023

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 APPOINTMENTS TO FILL THREE FOUR-YEAR TERMS TO THE END OF APRIL 2027 ON THE BOARD OF LIBRARY TRUSTEES DUE TO THE EXPIRATION OF TERMS OF LAWRENCE ANDOW, CHERYL LENTINI AND ADRIANA DUQUE-HUGHES

RECOMMENDATION:
Interview the following applicants and make appointments to fill three four-year terms to the end of April 2027 on the Board of Library Trustees due to the expiration of terms of Lawrence Andow, Cheryl Lentini and Adriana Duque Hughes.

Name
Mary Kyle
Jared White
Lawrence 'Larry' Andow
Michael Polk
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.

The terms of Larry Andow, Cheryl Lentini and Adriana Duque Hughes are set to expire at the end of April 2023, and the City Clerk's office called for applications in March with an application deadline of April 4th or 'open until filled'. Cheryl Lentini and Adriana Duque Hughes did not reapply.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

ANALYSIS:

The deadline for submitting applications was left open until filled and the City Clerk's Office received five (5) eligible applications. Staff recommends interviewing the applicants and making appointments to the three vacancies to the end of April 2027.

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 following applicants and make appointments to fill three four-year terms to the end of April 2027 on the Board of Library Trustees due to the expiration of terms of Lawrence Andow, Cheryl Lentini and Adriana Duque Hughes.

ATTACHMENT:

1. Five (5) Applications
2. Board of Library Trustees Bylaws

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 22, 2023 2:37:50 PM
Last Modified: Wednesday, March 22, 2023 2:50:01 PM
Time Spent: 00:12:11
IP Address: 76.253.15.124

Page 1

Q1

Contact Information

First and Last Name	Mary Kyle
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901-1423
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

District 3/Eastern

What district do you currently live in?

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

22 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?

Not at this time

Q11

List any civic organizations of which you are a member:

Sierra Club
Audubon
NASW

Q12

Education:

Masters on Social Work

Q13

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

Libraries are a vital community service, reaching out to all ages, cultures, socioeconomic status, bringing literacy and enjoyment to all. I love libraries, I have used San Rafael's and others with my children , myself and husband. As a social worker I have seen the role of the libraries have expanded to meet the needs of the homeless, unemployed , non native speakers, and seniors. I would like to be involved because the library is such a focal point for the community!
It is also an exciting time with the rebuilding of the library!

Q14

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

None

Q15

Respondent skipped this question

Upload your resume.

Page 4: Demographics

Q16

Ethnicity



Q17



To which gender do you most identify?

Q18



How old are you?

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, April 04, 2023 3:10:56 PM
Last Modified: Thursday, April 06, 2023 9:56:29 AM
Time Spent: Over a day
IP Address: 71.198.120.85

Page 1

Q1

Contact Information

First and Last Name	Jared White
Address	[REDACTED]
City/Town	San Rafael
State/Province	California
ZIP/Postal Code	94903
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

District 3/Eastern

What district do you currently live in?

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

5 years

Q8

Business Information

Company	Relocity, Inc
Address	Remote (LA Headquarters)

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?

I have been active throughout my adult life in different ways - from volunteering for political campaigns that I believed in, to hosting voting locations in my garage, and supporting through community service with various organizations. I have also in the past donated professional skills ranging from technical projects to illustrations and design work for organizations, such as a large mural in an elder-care community center.

Q11

List any civic organizations of which you are a member:

I am currently not a member of a civic organization, though I was a member of some prior to the COVID-19 pandemic. I am looking for organizations with aligned interests and missions. Previous organizations include Lighthouse for the Blind, Tam Makers, San Francisco political groups.

Q12

Education:

Bachelors of Fine Arts : Illustration, and some technical certifications.

Q13

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

I believe in civic duty as a means to build a stronger community. By serving on a board or commission, I would have more opportunities to affect positive change and give back to a community I love. I want to be able to do more and this is a great opportunity to give back.

Q14

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

None

Q15

Upload your resume.

Jared%20White%20Resume%202023%20e%20copy.pdf (1.3MB)

Q16

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18

How old are you?

[REDACTED]



JARED WHITE

San Rafael, California

Relevant Work Experience

PROFILE

Accomplished and driven People Leader with a keen focus on the customer experience, operational excellence, and scaling start up processes and tools. Skilled in driving engagement and developing careers through empowerment.

Selected Skills

Driving Results
People Leadership
Data Analysis and Support
Customer Experience
Interviewing, Hiring, Staffing, Onboarding
Scaling Processes and Systems
Limited Front End Dev : HTML / CSS / PHP / Google Scripting
Microsoft Office / G-Suite / Apple Hardware & Software certified
Tableau / Medallia / KRONOS

Education

Bachelors of Fine Arts : Illustration
California College of the Arts
Apple Certified Mobile and Mac Repair Technician (ACmT, ACiT)

Hobbies & Interests

- Society of Illustrators New York Awards Shows (2014, 2015)
- Carpenter, Woodworker, Craftsman
- Accomplished Drummer, Local Bay Area Music Scene

Relocity, Inc.

Operations Manager - 2022 - Present

- Innovate and scale processes for high-growth start up, including creating customized automations and proprietary tools for managing remote teams and workload for 5 global regions across 4 continents.
- Directly responsible for 14-18 employees in a fully remote environment. Created new processes for documentation of performance management, creating new standards for global company.
- Highly skilled in data analytics to drive managing KPRs, client satisfaction, and influence standards and processes for cross functional departments.

APPLE, INC - 2014 - 2022 (8 years)

Manager (Technical Support / B2B Sales / Operations)

2017 - April. 2022 :

- Managed multiple Apple Retail Technical Support teams, with the largest serving over 1100 customers in person per week in one of the top rated and most visible Apple Retail markets.
- Curated culture of performance and development, consistently hitting or exceeding KPIs such as session duration, repair quality and functional technical skills, repair and ticket turn around, and net-promotor customer satisfaction ratings.
- Created scalable structure for interviewing, hiring and training platform for support team of 60+ technicians.
- Managed B2B sales team, managing fortune 500 company accounts across complex organization. Leveraged global resources to source and close multi-million dollar deals for Apple hardware.
- Managed top 3 performing team in technical service accuracy, repair quality, and customer satisfaction across 33 retail stores averaging 50-100 technicians per store.
- Managed scheduling, staffing, queuing system strategy, and KPIs in highly ambiguous environment. Created and implemented scheduling practices to adjust to COVID-19 pandemic challenges with staffing, and increased demand.
- Remote Technician Experience Manager during COVID-19 pandemic responsible for ensuring clear objectives and performance management for team members supporting customers remotely
- Manage Operations and Inventory Specialists responsible for back end systems and processes supporting San Francisco Retail locations
- Ensure operational readiness and excellence across multiple teams in inventory, systems, and preservations



JARED WHITE

San Rafael, California

PROFILE

Accomplished and driven People Leader with a keen focus on the customer experience and a proven track record of measurable and scaleable success to support company priorities. Skilled in driving engagement in my team, and developing careers through empowerment.

Selected Skills

Driving Results
People Leadership
Data Analysis and Support
Customer Experience
Interviewing, Hiring, Staffing,
Onboarding
Scaling Processes and Systems
Limited Front End Dev : HTML /
CSS / PHP
Microsoft Office / G-Suite /
Apple Hardware & Software
Tableau / Medallia / KRONOS

Education

Bachelors of Fine Arts : Illustration
California College of the Arts

Hobbies & Interests

- Society of Illustrators New York Awards Shows (2014, 2015)
- Carpenter, Woodworker, Craftsman
- Accomplished Drummer, Local Bay Area Music Scene

Retail Team Lead : Marketing and Events Apple Park

- Team Lead for large corporate events, product launches, retail store openings, and corporate headquarters openings with retail support teams as large as 150+
- Create clear direction for retail teams from all over the continental U.S. for individual roles in executing highly visible Apple Events, both at Apple Campus and other convention centers
- Worked directly with Marcom and Events team around event management strategies including managing crowds, attendee experience, and compliance with privacy policies.
- Helped plan and manage training and direction as well as execution of highly confidential projects and events, including planning and operations supporting executive arrivals and exits.
- Helped plan and execute highly complex mock events and walk throughs to ensure operational excellence of team.
- Create dynamic line-management and density management for attendees.
- Create high class white glove experiences in ambiguous environments, including reacting and resolving issues and conflicts during large events behind the scenes for VIPs, celebrities, and executives.

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 11:49:24 AM
Last Modified: Monday, March 27, 2023 12:19:50 PM
Time Spent: 00:30:26
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]

Q2

District 3/Eastern

What district do you currently live in?

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

Respondent skipped this question

Business Information

Boards and Commissions Application

Q9

How did you hear about this vacant position?

Other (please specify):

Currently filling out a term on the Library Board

Q10

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

In addition to the Library Board, I am on the Peacock Gap Homeowners Association Board and participate on the San Pedro Road Coalition's Disaster Preparedness Committee. I also tutor second graders in literacy at San Pedro Elementary School twice weekly through Experience Corps.

Q11

List any civic organizations of which you are a member:

Friends of San Rafael Libraries, San Rafael Public Library Foundation, Marin Bike Coalition, Sierra Club, and MALT

Q12

Education:

B.A. and M.S. Degrees in Agricultural Economics from U.C. Davis. MBA in finance from Haas School, U.C. Berkeley

Q13

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

I would like to serve a full term on the Library Board to help improve the current library operations and facilities in all three locations as well as look forward to the development of a new downtown library. I have enjoyed my short time on the board (since mid-2022) filling out the remaining term of a previous board member. During this time, I have attended all the board meetings and hopefully have established a good working relationship with both Catherine Quffa and newly appointed Assistant Library & Recreation Director/City Librarian, Jill Tokutomi. My original interest in the Library board came from my family's constant use of the library system.

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%20Andow%20Resume%202%3A2016.pdf (82.7KB)

Q16

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18

How old are you?

[REDACTED]

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

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 15, 2023 4:03:26 PM
Last Modified: Wednesday, March 15, 2023 4:44:18 PM
Time Spent: 00:40:52
IP Address: 73.70.0.36

Page 1

Q1

Contact Information

First and Last Name	Michael Polk
Address	[REDACTED]
City/Town	San Rafael
State/Province	California
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

District 2/Western

What district do you currently live in?

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

1949-1970; 2018-Present

Q8

Business Information

Company	Aspen Ridge Consultants, L.L.C.
Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94901

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?

Yes.

1. I have participated in a number of Zoom meetings on Wildland Fire safety,
 2. I attend meetings of the West End Neighborhood Association,
 3. I am active in Northwestern Pacific Railroad Historical Society,
 4. I have participated in many historical society walks in San Rafael and San Anselmo
 5. I have participated in a number of hikes led by Marin County Parks personnel
-

Q11

List any civic organizations of which you are a member:

Northwestern Pacific Railroad Historical Society
West End Neighborhood Association
Marin History Museum

Q12

Education:

San Rafael High School Graduate
AA in Behavior Science from College of Marin
BA in Anthropology from San Diego State University
MA in Anthropology from Michigan State University

Q13

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

I have always had a strong interest in reading and use of the library and still use libraries, primarily for research, but also for pleasure reading. I believe that libraries are a central feature of a community. It informs and educates community members as no other single institution can do. I believe that I can provide a unique voice on the board with experience as a small business owner, my continuing work as a research professional, as one who has been on professional archaeological society boards and was twice president of a national archaeological organization. In addition, having regularly used libraries all of my life and having worked in one during graduate school, I feel a certain familiarity with the institution.

Q14

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

I cannot think of any conflicts of interest that I may have with the city

Q15

Upload your resume.

MICHAEL%20R%20Polk%20short%20Vita%2011-29-22.pdf (147.1KB)

Page 4: Demographics

Q16

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18

How old are you?

[REDACTED]

MICHAEL R. POLK
Principal
Aspen Ridge Consultants, L.L.C.
[REDACTED]
San Rafael, California 94901

FIELDS OF INTEREST

Historic archaeology; prehistoric archaeology, especially Great Basin, Columbia Plateau, architectural history, railroad history, Overseas Chinese history, and archaeology.

EDUCATION

M.A.	Anthropology	Michigan State University, East Lansing, Michigan	1979
Study	Anthropology	Idaho State University, Pocatello, Idaho	1973-75
B.A.	Anthropology	San Diego State University, San Diego, California	1972

EXPERIENCE

2017-

Present I serve as Principal of Aspen Ridge Consultants, L.L.C. I have undertaken and continue work on a number of archaeological and historical archaeological projects in Salt Lake, Weber, Cache, Box Elder and Uintah counties, Utah and also focus much attention on research and fieldwork on Chinese Railroad Worker camps on Transcontinental Railroad Grades in Utah and Nevada. I am also engaged in research in history and historic archaeology in Coastal California.

2013-2016

Regional Director, Commonwealth Heritage Group, Inc. solicited and managed cultural resources contracts, other environmental work; conducted fieldwork and report preparation; managed and conducted surveys, monitoring, excavation, and historic evaluation projects throughout the Intermountain and Far Western states.

1983-2013

Principal Archaeologist/Owner, Sagebrush Consultants, L.L.C., Ogden, Utah; solicited and managed cultural resources contracts, other environmental work; conducted fieldwork and report preparation; managed and conducted surveys, monitoring, excavation, and historic evaluation projects (including HABS and HAER) in Idaho, Utah, Nevada, Colorado, Wyoming, Oregon, Arizona, New Mexico, South Dakota, and California; completed more than 1000 projects.

1981-83

Western Regional Manager, Environment Consultants, Inc. (ECI); responsible for operation of the Western Regional Office in Ogden, Utah; duties included office and project management, marketing, fieldwork, and proposal and report preparation; carried out test excavations and surveys in southeast Idaho and Wyoming; surveys in Nevada, Utah, New Mexico, Colorado.

1980-81

Project Manager, ECI; responsible for the management of archaeological projects including administration, supervision, and performance of archaeological fieldwork, laboratory analysis and writing proposals and reports; projects included a cultural resource overview and survey in northwest Washington; surveys and test excavations in north and southeastern Texas.

1979-80 Program Supervisor for Field Archaeology on Tombigbee Historic Townsites Project, West Point, Mississippi. Supervised four assistants and 36 crewmembers on excavation of three historic townsites along the Tombigbee River, dating from the 1830s to the 1850s. The towns of Colbert, Barton and Vinton were partially excavated in anticipation of construction of a recreation area by the Corps of Engineers.

SELECTED PUBLICATIONS AND PAPERS SINCE 2010

Polk, Michael R.

2022 Archaeologists and Historic Railroad Resources in the United States. Society for American Archaeology, *Advances in Archaeological Practice* 10(2): 227-236.

Finding Things Where Least Expected: Excavation of an Historic Plank Bridge in Salt Lake City. Article in *Utah Archaeology*, In Press.

After Construction: Railroad Workers Living on the Central Pacific in the 1870s. Paper Presented at the 54th Annual Conference on Historical and Underwater Archaeology, Philadelphia, Pennsylvania. January 5-8.

A Cultural Resource Inventory of the Bolt Ranch Access Road Project, Summit County, Utah. Aspen Ridge Consultants Report No. 2022-1.

2021 *Railroads and the Historic Resources to Understand their Significance*. Paper Present at the Society for Historical Archaeology Virtual Conference. January 6-9.

2020 Book Review of: The Civilian Conservation Corps in Utah: Remembering Nine Years of Achievement, 1933-1942, by Kenneth W. Baldrige, In: *Utah Historical Quarterly*, Vol. 88, No. 1.

A Cultural Resource Inventory of Lots 42, 43, 44-Silver Creek Estates Project, Summit County, Utah. Aspen Ridge Consultants Cultural Resource Report No. 2020-2.

A Cultural Resource Inventory of the Village at the Bluff Project, Syracuse, Davis County, Utah. Aspen Ridge Consultants Cultural Resource Report No. 2020-1.

Spatial Relationships at Ethnic Chinese Dominated Section Stations in the Western United States. Paper presented at the 53rd Annual Conference on Historical and Underwater Archaeology, Boston, Massachusetts. January.

2019 Chinese Workers at Central Pacific Railroad Section Station Camps, 1870-1900. Web Exclusive Essay, Stanford University Chinese Railroad Workers of North America Project.

<https://web.stanford.edu/group/chineserailroad/cgi-bin/website/chinese-workers-at-central-pacific-railroad-section-station-camps-1870%E2%88%921900/>

Chinese Maintenance Workers and The Central Pacific Railroad, 1870-1900. Presented at the International Symposium of the Transnational Life of Chinese Railroad Workers in North America, Wuyi University, Jiangmen, China, June 5-6, 2019.

The Role and Significance of Chinese Workers at Section Stations Along the Transcontinental Railroad in Utah and Nevada, 1870-1900. Presented at: 2019 Golden Spike Conference, Salt Lake Marriott Downtown City Creek Hotel, Salt Lake City, Utah. May 11, 2019.

- 2018 *Class III Cultural Resource Inventory of Ashley Valley Oil Field, Wells USA-1 and USA-2, Uintah County, Utah.* With Ann S. Polk. Commonwealth Heritage Group, Cultural Resource Report No. 2194.

A Cultural Resource Inventory of the Edgewater Park 55+ Community Bluff Project, Syracuse, Davis County, Utah. Aspen Ridge Consultants Cultural Resource Report No. 2018-1.

Unintended Consequences of Digitalization in Archaeology: A Cautionary Tale. Paper presented at the 51st Annual Conference on Historical and Underwater Archaeology, New Orleans, Louisiana. January.

- 2017 *Rolling to the 150th: Sesquicentennial of the Transcontinental Railroad.* With Christopher W. Merritt, Kenneth P. Cannon, Michael Sheehan, Glenn Stelter, and Ray Kelsay. *Utah Historical Quarterly* 85 (4): 352-363.

A Cultural Resource Inventory of the Magna Phase II Project, Magna, Salt Lake County, Utah. With Ann S. Polk. Aspen Ridge Consultants Report No. 2017-2.

A Cultural Resource Inventory of the Magna P.U.D. Project, Magna, Salt Lake County, Utah. With Ann S. Polk, Aspen Ridge Consultants Report No. 2017-1.

- 2016 *Literature Review and Assessment of Historic Railroad Documentation in Utah.* With Ann S. Polk and Jamie C. Morrison. Commonwealth Heritage Group, Inc., Cultural Resources Report No. 2119. Ogden.

Chinese Workers at Central Pacific Railroad Section Stations, 1870 to 1900. With Christopher Merritt. Paper presented at the Chinese Railroad Workers 2016 Conference, Stanford University, California. April.

Chinese Railroad Workers at Central Pacific Stations Ca. 1870s-1880s. Paper presented at the 49th Conference on Historical and Underwater Archaeology, Washington, D.C., January.

- 2015 *Ethnic Chinese at Central Pacific Railroad Maintenance Camps.* Paper presented at the 48th Conference on Historical and Underwater Archaeology, Seattle, Washington, January.

- 2014 *Interpreting Chinese Worker Camps on the Transcontinental Railroad at Promontory Summit, Utah.* *Historical Archaeology* 42 (3).

- 2013 *The History and Influence of Chinese Railroad Workers on the Transcontinental Railroad: A View from the End of the Line at Promontory Summit.* Archaeology Network of the Chinese Railroad Workers in North America Workshop, Stanford University, California, October.

Resource Transformation: The History and Status of the Cultural Resource Management Industry in the United States. Chapter In: *Training and Practice for Modern Day Archaeologists*, edited by J.H. Jameson and J. Eogan, Springer Science Business Media New York.

The Inspiration of Landscape in the Works of Vardis Fisher. Paper presented at the 46th Conference on Historical and Underwater Archaeology, Leicester, United Kingdom, January.

2012 *From Lampo Junction to Rozel: The Archaeological History of the Transcontinental Railroad across the Promontory Mountains, Utah.* Michael R. Polk and Wendy Simmons Johnson. Sagebrush Consultants Report No. 1614 (April 2012).

2011 *A Class III Cultural Resource Inventory of the Proposed Retire and Rebuild Power Line Project along SR139, Rio Blanco County, Colorado.* Michael R. Polk and Ann S. Polk. Sagebrush Consultants Report No. 1872 (December 2011).

Mitigation for Proposed Modifications to the Soda, the Treasureton, and the West Cache Canals, Bannock Franklin, and Caribou Counties, Idaho. Michael R. Polk and Thomas B. Jones. Sagebrush Consultants Report No. 1809 (June 2011).

2010 *Testing at the Draper Holdings Prehistoric Site, Salt Lake County, Utah.* Michael R. Polk and Wendy Simmons Johnson. Sagebrush Consultants Report No. 1815 (December 2010)

Evaluation of Logan City Power Plant No. 3, Logan Canyon, Cache County, Utah. Michael R. Polk and Wendy Simmons Johnson. Sagebrush Consultants Report No. 1787 (September 2010).

The Lake Powell Pipeline Class III Draft Report. Michael R. Polk, Don Southworth, Wendy Simmons Johnson, Sandy Chynoweth Pagano, Monique M. Pomerleau. Sagebrush Consultants Report No. 1731 (May 2010).

The Cultural Resource Testing Results of the Historical Trash Dump at the 31st Street Interstate 15 (I-15) Interchange, Weber County, Utah. Michael R. Polk, Don Southworth, and Jonathan Peart. Sagebrush Consultants Report No. 1447 (March 2009).

Polk, Michael R. and Christopher W. Merritt with Contributions by Michael Sheehan, Kenneth P. Cannon and Molly Boeka Cannon.

2021 *Rails East to Ogden: Utah's Transcontinental Railroad Story. Cultural Resources Series No. 29,* Bureau of Land Management, Salt Lake City, Utah.

PROFESSIONAL ORGANIZATIONS

- American Cultural Resources Association (1995-present); Board of Directors; Secretary 1995-1996; President 1996-1997; 2007-09
- Society for Historical Archaeology (1980-present); Board of Directors 2001-2004; Conference Chair Salt Lake City Meeting 1999; continuing committee work.
- Society for American Archaeology (1971-present); continuing committee work
- Register of Professional Archaeologists (1999-present); Grievance Coordinator Elect (2015-2016); Grievance Coordinator (2017-2018)
- Utah Professional Archaeological Council (UPAC)(1986-present)
- Sigma Xi, The Scientific Research Society (1975-present)
- Society for Industrial Archaeology (1989-present)
- Society for California Archaeology (1969-present)

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, March 11, 2023 12:13:12 AM
Last Modified: Saturday, March 11, 2023 4:28:14 AM
Time Spent: 04:15:01
IP Address: 73.231.160.177

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]

Q2

District 2/Western

What district do you currently live in?

Q3

Board of Library Trustees

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

25

Q8

Respondent skipped this question

Business Information

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?

Volunteer as a secretary of Southern Heights Neighborhood Association.
Participate a various Climate Action Education workshops, forums and in-person education events.
Volunteer for city schools PTO efforts over 15 years.
Attend city organized community workshop and events when the residents feedback and input were asked.
Organized National Night Out for the neighborhood in conjunction with SRPD and SRFD.
Volunteer to administer for MarinFreecycle/TrashNothing community recycling interest group.
Volunteer for Mountain Play

Q11

List any civic organizations of which you are a member:

Southern Heights Neighborhood Assoc
Federations of San Rafael Neighborhoods
Marin Conservation League
Community Climate Action
We Are SR! - San Rafael High School PTO
ACLU
MarinFreecycle/TrashNothing
Marin EV Squad (Cool The Earth Org)
Mountain Play

Q12

Education:

Master of Fine Arts in Computer Animation and Special Effects - School of Visual Arts, SVA/NYC.
Bachelor of Fine Arts in Communication Arts in Graphic Design/Advertising - Parsons School of Design
Bachelor of Architect, Urban Studies and Planning - Chung-Ang University

Q13

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

I have been wanted to get more involved in all aspects of our public libraries since I have become an active patron raising young children. Surrounded by public teacher parent and relatives, I've been involved in deeply about the importance of literacy and the equity. The library provides such an integral service for community members of all ages and background. I would love to help link the community with the library more to help our residents and ensure San Rafael knows of this great resource available to them.

Q14

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

None

Q15

Respondent skipped this question

Upload your resume.

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 member of the Board of Library Trustees.

EXPERIENCE

- Being a community participant (invitation only) in the initial SRPL Community Visioning Workshop (March, 2015) due to my active role as a patron at SRPL downtown location.
- Unofficial Library's reference desk for the children's special events and adults programs/ services to the community. In the past, SR librarians reached me directly to announce upcoming events to reach the local parents of school-age students. I've posted SRPL's closures, holiday schedules and special programs to Google and Nextdoor repeatedly when the special hours/services were not commonly known (such as a closure of the library due to an annual staff meeting or special winter closure and furlough days in the past).
- Connected Sun Valley, Laurel Dell and DMS teachers and after school programs with Friends of SR Library store to provide surplus books to children. Passionate about the importance of early childhood literacy, especially for the socioeconomically challenged community. Volunteering as a one-on-one adult support for English learning students.
- 25 years residency in San Rafael and an active SRPLs and other county/city libraries patron.
- Recognized as an unofficial ambassador of SRPLs' numerous online resources, services and programs by friends, neighbors & community members. Having a vast knowledge of the limits of each services (in-person or online) and other programs that are offered at other cities.
- 10 years volunteering as Secretary of Southern Heights Neighborhood Association. Working closely with 155 households on various neighborhood matters.
- Worked as a special effects technical artist at Industrial Light + Magic (Star Wars) and Digital Domain (Titanic). The value of working in a team to reach solutions that adhered to a set of constraints, with each individual contributing something different to the solution. People with different skills and backgrounds work together to produce better results than any one of them could alone. Learning to work with complex systems and anticipating changes on each project are most valuable lessons I learned. To fix one problem could produce multiple changes in the outcome, sometimes producing new, undesired results.
- Volunteer as the go-to tech support person for the seniors in my neighborhood to tackle the challenges when an online scam or computer malware were discovered.

- Attend Park/Rec Master Plan community meetings and the Board of Library Trustees meetings to support the board's work, being informed and shared input as a community member. Filling out the the plan's surveys.

EDUCATION

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

Computer Animation and Computer Generated Special Effects. Required an understanding of all aspects of creature and physics based animation from creating creature models, animation, lighting, rendering, creatures anatomy and simulation based on the mathematical algorithm.

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

Graphic Design, Communication Art, Advertising, Painting, Illustration and Photography.

SRPL Services & Programs that I have received and shared with the community:

Murder Mystery Party at Falkirk Manor, Libby (ebooks, audiobooks and Overdrive magazines), Kanopy (for independent movies), Annual Marin Comic Fest, PSAT Tests, Hoopla, Discover & Go Free/Discounted museum & park program, NYTimes/Marin IJ/WSJ/Washington Post/SF Chronicle Online Access, Library CA State Parks Pass, Marin County Park Passes, Marin Municipal Water District Park Passes, Mt Tamalpais Parking Passes, Solar Eclipse Viewing at the library lawn, Friends of Library lawn/B-street sale, Zip Books (no funding until further notice), 3D Printing, VR experiences, Link+ (transfer books/materials from other libraries in Bay Area), All Things Apple online/in-person classes, Boardgames/Puzzles Loans, PS5/PS4/XBOX Video games, Driver's Ed program (Driving-Tests.org), Virtual Author Talk, Genealogy (Ancestry.com access at SR library), Memory Kit (Caregiver or Middle to Late stages), Zentangle/Color Me Calm, Watercolor painting classes, Master Gardner Workshops (in person and online), Learn How to Create Keynote Presentations, Staying Secure Online workshop, Creating ComicBook workshop, Make-it Truck by Bay Area Discovery Museum, Summer Reading challenges and program for children and adults, Magic the Gathering, Magician Mike Della Penna shows, the Spoken Word on Guy-ness with Kirk Waller (award-winning storyteller), Kids Cooking Class, Hanna Paint Class, Babysitter training program, Bike Safety/Repair workshop, Read to a Dog, Baby Story-time, Code Club, Process Art, Tapigami, Glow-paint Art, Candy Sushi Making, Escape Room for Teens, Art Talk (first Weds), Ukulele Learning Kit (comes with a ukulele), Teen Adventure Kit (includes books, Park passes, maps, compass and magnifying glass in a backpack), Mango languages learning, Book club kits, Job Search workshop, Laser cutter and large scale color laser printer at Bel/Tib library, Seed exchange programs at Fairfax Library, and Library Telescope Program (<https://www.librarytelescope.org/>) at MV library.

BOARD OF LIBRARY TRUSTEES BYLAWS

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. The name of this body shall be the City of San Rafael Board of Library Trustees, hereinafter referred to as the "Library Board," or the "Board."

Section 1.2. Purpose. The purpose of the Board is to support 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.

Section 1.3. Board Responsibility. The Library Board's responsibilities shall be in accord with these Bylaws, as amended from time-to-time by the City Council. The Library Board's authority is advisory only. The Library Board has no power to act on behalf of the City of San Rafael or any other entity.

Subject to the direction and control of the city council, as provided in Section 2.04.030 of the San Rafael Municipal Code, the powers and duties of the Board of Library Trustees shall be:

1. To assess and evaluate current and long-range needs of the library;
2. 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;
3. To receive, and review periodic reports from the librarian concerning the general operations and functions of the library;
4. To recommend ways to inform the San Rafael community as to the various programs, services, and assistance which the library affords all patrons;
5. To promote intergovernmental cooperation in the development of library services, patronage and usage;
6. To perform such other duties as may be prescribed by the city council.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Library Board shall consist of five (5) voting members. The City Council has the authority to appoint alternates as needed.

Section 2.2. Eligibility. Board members shall be residents of the city of San Rafael.

Section 2.3. Appointment of Board Members. Members shall be appointed by the City

Council. Appointments shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time.

Section 2.4. Terms of Appointment. Each Board member shall serve a minimum term of four (4) years. An effort will be made to ensure that the terms are staggered, and not all of the appointments expire in the same year.

Section 2.5. Term Limits. Members of the Board shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

Section 2.6. Absence and Removal. An unexcused absence from two (2) consecutive Board meetings without notification to the Staff Liaison shall be considered a voluntary resignation from the Board. Previously dismissed Board members may be eligible for reappointment to the Board. The members of the Board shall be subject to removal by the affirmative vote of three members of the city council.

Section 2.7. Compensation. Board members serve without compensation.

ARTICLE III. MEETINGS

Section 3.1. Time and date of Regular Meeting. Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Board shall meet once per month, unless there is no business to conduct, and shall be scheduled annually. The schedule for the upcoming year will be set by December of the previous year.