

Bluffton Icon compilation of public meeting minutes

TRUSTEES OF BLUFFTON PUBLIC LIBRARY VILLAGE OF BLUFFTON, OHIO 2025 (IN PROGRESS)

Library Trustees Meetings:

Held on the fourth Tuesday at 6:30 p.m.

Board Room (2nd floor), 145 S. Main St., Bluffton, OH.

*No meetings in July or December

TRUSTEES

Trustees are appointed to seven-year terms by the Bluffton Village School Board

Bob Beer (President)

Amy Lehman Mikesell

Carrie Phillips (Secretary)

Robert Scott

Chanda Smith

Emily VonStein (Vice President)

Nancy Yeager

JAN 7 25

Bluffton Public Library Board Minutes January 7, 2025

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Rob Scott, Chanda Smith, Emily VonStein, Nancy Yeager
Staff Present: Jessica Hermiller
Staff Absent: Jim Weaver
Guests: Roni Kaufman

Jessica Hermiller called the board's annual reorganization meeting to order at 6:30 pm.

Bluffton School Board member Roni Kaufman administered the oath of office to Nancy Yeager for an appointment to a new term 1/1/2025 - 12/31/2031. The oath as administered follows:

Do you solemnly swear or affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Bluffton Public Library, in Allen County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Roni Kaufman left the meeting.

AM/EV moved to elect Robert Beer to the office of President.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes.

Motion carried.

NY/RB moved to elect Emily VonStein to the office of Vice President.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes.

Motion carried.

RS/CS moved to elect Carrie Phillips to the office of Secretary.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes.

Motion carried.

AM/NY moved to set regular monthly meetings on the fourth Tuesday of each month at 6:30pm with the exception of no meetings in July or December 2025.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes.

Motion carried.

AM/RS moved to hire and bond James Weaver as Fiscal Officer for 2025 at a salary of \$37,233.00.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes.

Motion carried.

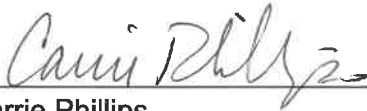
AM/NY moved to approve temporary appropriations as presented by the Fiscal Officer in the amount of \$149,025.00.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes.

Motion carried.

The meeting adjourned at 6:42pm. The next regular board meeting will be Tuesday, January 28, 2025, at 6:30pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carrie Phillips", written over a horizontal line.

Carrie Phillips
Secretary

JAN 28 25

Bluffton Public Library Board Minutes January 28, 2025

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Rob Scott, Emily VonStein,
Nancy Yeager
Members Absent: Chanda Smith
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:31 pm.

EV/NY moved to approve the minutes of the November 26, 2024, board meeting.
By voice vote, the motion carried.

RS/NY moved to approve the minutes of the January 7, 2025, Organizational board meeting.
By voice vote, the motion carried.

AM/CP moved to accept the November and December 2024 ending financial reports.
Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: absent; EV: yes; NY: yes.
Motion carried.

RS/EV moved to approve 2025 Permanent Appropriations as presented:

\$565,642.00	General Fund
<u>\$20,000.00</u>	<u>Capital Fund</u>
\$585,642.00	Total

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: absent; EV: yes; NY: yes.
Motion carried.

During the Director's Report, JH noted the following:

- The silent auction fundraiser raised \$982.00
- JH is seeking quotes to replace the PVC covers for the boiler flue pipes.
- Lower level restrooms are experiencing backflow problems. Lippincott and the Village of Bluffton are investigating the cause; the fire safely plumbing may be to blame
- The Friends group met on January 23 at 4pm. They discussed future fundraisers and set dates for the spring book sale and spring tea. Their next meeting is February 27 at 4pm.
- JH reported on personnel matters, including attendance at various meetings. Cassidy Bush started as Youth Services Coordinator on January 7.
- JH reported on programming and services, including upcoming winter events.
- No technology action, though Jessica noted that some library PCs will soon need to be updated, with the phaseout of Windows 10.

AM/NY moved to approve the hiring of Cassidy Bush as Youth Services Coordinator at the rate of \$16.37/hour.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: absent; EV: yes; NY: yes.
Motion carried.

The meeting adjourned at 6:58pm. The next meeting will be Tuesday, February 25, 2025, at 6:30pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carrie Phillips", is written over a horizontal line.

Carrie Phillips
Secretary

FEB 25 25

Bluffton Public Library Board Minutes February 25, 2025

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Chanda Smith, Emily VonStein
Members Absent: Rob Scott, Nancy Yeager
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:33 pm.

AM/EV moved to approve the minutes of the January 28, 2025, board meeting.
By voice vote, the motion carried.

CP/AM moved to accept the January 2025 ending financial reports.
Roll: RB: yes; AM: yes; CP: yes; RS: absent; CS: yes; EV: yes; NY: absent.
Motion carried.

EV/CS moved to appropriate an additional \$3,000.00 to Account #1000-210-339 - Other
Property Maintenance.
Roll: RB: yes; AM: yes; CP: yes; RS: absent; CS: yes; EV: yes; NY: absent.
Motion carried.

During the Director's Report, JH noted the following:

- Jessica distributed copies of the Ohio Library Council state funding information packet and a copy of the Ohio legislative directory with our representatives highlighted.
- The Ohio Public Library Statistics Annual Report for 2024 is in progress and due April 1
- The batteries need to be replaced in the fire alarm panel; JH will discuss options with Johnson Controls
- The Friends group will meet on February 27 to discuss upcoming fundraisers
- JH attended the OLC Directors meeting on February 7 and a state budget meeting on February 13; Kelli Foster and JH attended the Chamber meeting on February 14.
- Upcoming programming events include Noon Book Group on March 5 and April 2, Coloring events on March 10 and March 27, and a Hunger Games book release party for youth on March 17.
- Spectrum completed maintenance on the library's OPLIN circuit on February 18.

The meeting adjourned at 6:58pm. The next meeting will be Tuesday, March 25, 2025, at 6:30pm.

Respectfully submitted,



Carrie Phillips
Secretary

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Rob Scott, Chanda Smith, Nancy Yeager
Members Absent: Emily VonStein
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:34 pm.

NY/RS moved to approve the minutes of the February 25, 2025, board meeting.
By voice vote, the motion carried.

CP/AM moved to accept the February 2025 ending financial reports.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: absent; NY: yes .
Motion carried.

During the Director's Report, JH noted the following:

- Preparations for the Summer Reading Program are ongoing. Donation request letters have been distributed.
- Three of four backflow inspections were completed; the fourth will occur this week after a repair.
- The Friends group met February 27 to discuss upcoming fundraisers and events. Dave Essinger will be the featured speaker at the author tea. The June book sale will coincide with Summer Reading; children in the Summer Reading program will receive a coupon for a free book from the sale.
- JH attended the Ohio Means Jobs quarterly meeting on March 4; JH and Kelli Foster attended the Chamber meeting on March 14.
- Upcoming events include a new Not@Noon book group, a cookie decorating workshop on April 12, and a William Shakespeare book discussion and cake event on April 23. A series of events is planned for National Library Week, including the 3D printer.

Levy Discussion

The board discussed timing and strategies for a possible levy. On May 2, 2006, a 1 mill levy successfully replaced the previous 0.6 mill levy. In March 2016, a 1 mill renewal passed with 70% approval. The next levy could appear on the November 2025, May 2026, or November 2026 ballot. The board discussed a tentative goal to place the levy on the May 2026 ballot; this goal will require the passage of a Resolution of Necessity approximately six months in advance, followed by auditor certification and the passage of a resolution to proceed by Bluffton Exempted Village Schools board of education. The Ohio General Assembly is currently discussing legislation to prohibit replacement levies and only allowing renewal or renewal with increases. The board agreed to continue this discussion at the next meeting.

The meeting adjourned at 6:58pm. The next meeting will be Tuesday, April 22, 2025, at 6:30pm.

Respectfully submitted,



Carrie Phillips
Secretary

APR 22 25

Bluffton Public Library Board Minutes April 22, 2025

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Rob Scott, Chanda Smith,
Emily VonStein, Nancy Yeager
Members Absent: None
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:34 pm.

NY/AM moved to approve the minutes of the March 25, 2025, board meeting.
By voice vote, the motion carried.

RS/CS moved to accept the March 2025 ending financial reports.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: yes
Motion carried.

During the Director's Report, JH noted the following:

- The library is receiving donations toward the Summer Reading program
- The Ohio Library Council's talking points regarding Ohio HB 96 were distributed. No immediate advocacy is needed at this time, but board members were encouraged to be ready to contact legislators if needed. JH reported on a positive meeting with Ohio Senator Susan Manchester on April 16.
- Recent facilities concerns included a backflow repair, replacement fans for bathrooms, and the shutdown of an older HVAC unit in the original portion of the library building. A replacement for this unit may be necessary.
- The Friends group will meet on April 24 at 6pm and will hold their spring tea and silent auction event on May 6 at 6pm. The next used book sale will be June 26-28.
- Meeting attendance for library staff included Jessica's attendance at OLC meetings on March 27, April 2, April 7, and April 18, as well as Legislative Day on April 8 and the Susan Manchester meeting on April 16. Kelli Foster and Jessica attended the Chamber meeting on April 11, and Kelli represented the library at Bluffton Elementary Science Night on April 4.
- Recent staffing adjustments resulted in Deborah Nisly's move to Library Circulation Assistant, giving her an additional seven hours per week, as well as increases to Tatyana's position and the Youth Services position. There is currently no employee in the "library clerk" role.
- Upcoming events include Medicare 101 on May 20. Summer Reading calendar planning is underway. Two summer teen volunteer opportunity informational meetings are planned for Friday, May 9 at 3:15pm and Tuesday, May 27 at 2pm.
- Jessica reported on uncertainty and potential changes to offerings from the State and SEO due to changes in IMLS funding.

Levy Discussion

The board affirmed a goal to place a levy on the May 2026 ballot and discussed the need for listing talking points and anticipating questions. Board members will continue to watch the movement of HB 28 which will prohibit replacement levies if passed. Board members discussed levy promotion and involvement of both the Foundation and the Friends group.

Capital Projects Discussion

The board discussed potential capital project priorities and the timing of projects in light of possible levy. The roof, windows, insulation, and HVAC repair are all priorities. Board members brainstormed possible roofing and HVAC contractors.

The meeting adjourned at 7:29pm. The next meeting will be Tuesday, May 27, 2025, at 6:30pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carrie Phillips". The signature is written in black ink and is positioned above a horizontal line.

Carrie Phillips
Secretary

MAY 27 25

Bluffton Public Library Board Minutes May 27, 2025

Members Present: Robert Beer, Carrie Phillips, Rob Scott, Chanda Smith, Emily VonStein
Members Absent: Amy Mikesell, Nancy Yeager
Staff Present: Jessica Hermiller
Staff Absent: Jim Weaver

Robert Beer called the meeting to order at 6:34 pm.

EV/CS moved to approve the minutes of the April 22, 2025, board meeting.
By voice vote, the motion carried.

The board received a letter from James Weaver, Fiscal Officer, indicating his intent to begin planning his retirement and requesting that the board begin the process of seeking a qualified replacement and developing a transition plan.

RS/CP moved to accept the April 2025 ending financial report.
Roll: RB: yes; AM: absent; CP: yes; RS: yes; CS: yes; EV: yes; NY: absent.
Motion carried.

EV/CS moved to approve the 2026 Budget Request in the amount of \$576,375.00 from the General Fund and \$20,000 from the Capital Projects Fund for a combined total of \$596,375.00 for submission to the Board of Education of the Bluffton Exempted Village School District, as taxing authority, for public hearing in June before transmitting it to the Allen County Budget Commissions.

Roll: RB: yes; AM: absent; CP: yes; RS: yes; CS: yes; EV: yes; NY: absent.
Motion carried.

During the Director's Report, JH noted the following:

- The June 2025 events calendar was distributed.
- The library continues to receive donations towards the Summer Reading program.
- JH confirmed information shared earlier in the week by email regarding the state budget process and noted there was no new, additional information to share.
- Regarding facilities: main floor plumbing repairs are complete, and the lower level bathrooms are back open for use.
- The Friends group met on May 22; the spring tea and silent auction raised just over \$1,000. Planning has begun for a summer used book sale. The next Friends meeting will be June 24 at 6pm.
- JH reported on personnel matters, including meeting attendance, Sabina Clingerman's summer internship with BPL through Grinnell College, and Cassidy Bush's resignation as Youth Services Coordinator, effective July 31.
- JH reported on programming and services, including visits to promote the summer reading program, early summer reading signups (~100 kids), and adding Tonies devices

as a new material type for lending. Jessica also reviewed summer reading program events and the return of Bluffton's Got Talent, planned for July 22 at 6pm.

- JH confirmed information concerning changes to the lending parameters for the Ohio Digital Library and provided a handout detailing OPLIN's Ohio Web Library electronic resource packages and contracts.

Levy Discussion

Board members briefly discussed plans for the upcoming levy but took no action.

Capital Projects Discussion

Jessica has received several positive referrals from area libraries for roofing contractors. She is hoping to report a list of candidates to the board for consideration at the June 24 meeting.

New Business

Board members briefly discussed full-time vs. part-time library positions. Board members also briefly discussed approaches to hiring a new fiscal officer. No action was taken.

The meeting adjourned at 7:26pm. The next meeting will be Tuesday, June 24, 2025, at 6:30pm.

Respectfully submitted,



Carrie Phillips
Secretary

JUN 26 25

Bluffton Public Library Board Minutes June 24, 2025

Members Present: Robert Beer, Carrie Phillips, Rob Scott, Chanda Smith, Nancy Yeager
Members Absent: Amy Mikesell, Emily VonStein
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:34 pm.

RS/NY moved to approve the minutes of the May 27, 2025, board meeting.
By voice vote, the motion carried.

Jim shared a copy of the final report from Perry & Associates CPAs of the Agreed-upon Procedures for the years ended Decembr 31, 2024-2023. Trustees reviewed during the meeting and returned the copy to Jim.

CP/NY moved to accept the May 2025 ending financial report.
Roll: RB: yes; AM: absent; CP: yes; RS: yes; CS: yes; EV: absent; NY: yes.
Motion carried.

During the Director's Report, JH noted the following:

- JH noted recent emails to board members regarding the Ohio budget deliberations in the legislature. A meeting is planned for June 25 to update public library directors on the current budget citation, and JH will share additional details as she receives them
- JH distributed documentation regarding the Hancock County Public Library fund distributions
- Repairs were completed to backflows. Repairs are scheduled for the 3rd floor HVAC.
- The Friends will meet on June 26 at 6:30pm and hold their summer book sale from June 26-28.
- Meeting attendance, including JH attendance at Ohio Means Jobs meeting and the Downtown Merchants meeting on June 10. Kelli Foster attended a Bluffton Ohio Historical Society meeting on June 11. Kelli and JH attended the Chamber of Commerce meeting on June 13.
- Upcoming programs, including the July 18 "Night at the Museum" escape room event, Bluffton's Got Talent on July 22, and the Summer Reading Program finale program on July 31

Levy Discussion

Jim reviewed the timeline from the 2016 levy process, which could serve as a parallel timeline model for a 2026 spring primary vote. Jessica will be attending Ohio Library Council-sponsored levy training in July. Board members discussed a number of talking points. Jim reported that the Public Library Fund provides dollars to cover approximately 62% of the library's current budget, and the current levy provides approximately 30%. Board members discussed the benefits of working toward a financial model that doesn't rely on Public Library Fund dollars,

since the state budget direction could endanger the sustainability of the PLF. Jessica noted that the local community has historically supported public library levies and that there is strong community support for the library presently. Jim noted that the library foundation will also be a source of some financial support should the PLF become endangered.

Capital Projects Discussion

Jessica has received 10 recommendations for 6 different roofing contractors who work with a range of roofing materials. The next step will be to solicit quotes; at least three quotes must be considered. Recommendations for window replacement contractors have not yet been gathered; board members mentioned Bigelow and All-Service Glass from the local area.

Old Business

When asked about the Youth Services position, Jessica noted that the current Youth Services Coordinator will be ending her employment on July 31, so there is still time to prepare for a position posting.

When asked about his timeline to retirement, Jim noted a possible scenario in which he would conclude his employment with the library by the end of calendar year 2025 but that some overlap with a new fiscal officer could be beneficial. The fiscal officer's position includes work with the Bluffton Public Library Foundation; Jim offered to continue in that role for a longer period in order to help facilitate transition. JW, RB, and JH discussed drafting a Fiscal Officer job description; Rob offered to assist with editing. The group would work toward a draft job description to be presented for board review at the August meeting.

New Business

None.

The meeting adjourned at 7:24pm. The next meeting will be Tuesday, August 26, 2025, at 6:30pm.

Respectfully submitted,



Carrie Phillips
Secretary

Aug 26 25

Bluffton Public Library Board Minutes August 26, 2025

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Rob Scott, Chanda Smith,
Nancy Yeager
Members Absent: Emily VonStein
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:32 pm.

NY/RS moved to approve the minutes of the June 24, 2025, board meeting.
By voice vote, the motion carried.

AM/CP moved to accept the June and July 2025 ending financial reports.
Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: absent; NY: yes.
Motion carried.

During the Director's Report, JH noted the following:

- Memorials and donations have been received from the community, including a donation of 35 finance books for children and teens in honor of First National Bank of Pandora's 35 years in the community
- Sprinkler and fire extinguisher inspections were completed. A furnace in the older portion of the building will need to be replaced before heating season.
- The Friends group met on July 24 and will next meet on September 25. They are planning a used book sale September 25-27 and are included on the Bluffton Fall Festival schedule
- JH summarized the Bluffton Exempted Village Schools board meeting she attended on June 30 during which she expressed her disappointment in the closure of the middle school library. JH reported on other meeting attendance, including an OLC ballot workshop on July 15, a meeting with Hachmey Gabriel of SumiRiko on July 22, and the downtown merchants meeting on August 19. Kelli Foster attended July 9 and August 6 meetings of the BOHS, as well as Bluffton History Day on August 9 and an America 250 initial meeting on July 17
- JH reported on summer programming. 172 children, 43 trends, and 93 adults participated in the summer reading program. In June and July 75 programs reached 463 participants
- JH reported on upcoming programs, including Library Card Sign-Up Month in September, Paint and Stitch art class, and the Noon Book Group's October meeting with author Alan Bradley
- JH reported on technology matters. The State Library is discontinuing use of WhoFi for wifi usage analytics; a splash page to track usage may be implemented. JH is waiting on additional clarity from OPLIN for staff cybersecurity training.

Levy Discussion

The board considered next steps in the preparations for placing a levy on the ballot for the spring 2026 primary election. JH and JW will review information JH received at a recent Ohio ballot issues training workshop. JH will seek guidance from the legislative advisory staff at Ohio Library Council on what effect a possible Ohio Senate veto override will have on the levy process. JW and JH will research and calculate millage options for the board to review at the September meeting, with a goal of passing a resolution of a necessity at that meeting.

Capital Projects Discussion

JH shared estimates received from two of three roofing contractors; a third contractor wishes to observe the roof and any leaks during a rain event before providing an estimate. JH also intends to reach out to a fourth contractor. The board agreed to place on the September meeting agenda the consideration of a resolution to open a request for bids process for replacing the library's roof

New Business

AM/NY moved to approve the job description for the Fiscal Officer, as presented.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: absent; NY: yes.

Motion carried.

AM/CS moved to authorize Jessica Hermiller to hire a Youth Services Coordinator prior to the September board meeting, with the appointment to be approved by the board at the September board meeting.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: absent; NY: yes.

Motion carried.

The meeting adjourned at 8:14pm. The next meeting will be Tuesday, September 23, 2025, at 6:30pm.

Respectfully submitted,



Carrie Phillips
Secretary

Sep 23 25

Bluffton Public Library Board Minutes September 23, 2025

Members Present: Robert Beer, Amy Mikesell, Carrie Phillips, Rob Scott, Chanda Smith, Emily VonStein
Members Absent: Nancy Yeager
Staff Present: Jessica Hermiller, Jim Weaver

Robert Beer called the meeting to order at 6:30 pm.

AM/EV moved to approve the minutes of the August 26, 2025, board meeting.
By voice vote, the motion carried.

RS/CP moved to accept the August 2025 ending financial reports.
Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: absent.
Motion carried.

During the Director's Report, JH noted the following:

- Budget preparations are underway. Donations are coming in for the silent auction.
- A repair for the furnace which services the older portion of the building is scheduled for this week.
- The Friends group will meet on September 25 at 6:30 pm during their fall book sale.
- Meeting attendance included JH at the Downtown Merchants meeting on September 9; JH and Kelli Foster at the Chamber of Commerce meeting on September 12; Kelli Foster at the Bluffton University Business Showcase on September 4, the BOHS meeting on September 10, and the America 250 (Bluffton) meeting on September 18.
- Upcoming programs include Banned Books Week (October 5-11), a property research basics program (October 6), a presentation about the James Webb Space Telescope (October 23), and a zombies book discussion on World War Z (October 29)
- Technology updates include updating computers and extended warranties for others due to Windows 10 end-of-life.

AM/CP moved to approve the hiring of Beth Theisen as Youth Services Coordinator at the rate of \$16.37/hour with a start date of September 16, 2025.
Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: absent.
Motion carried.

Levy Discussion

The board considered next steps in the preparations for placing a levy on the ballot for the spring 2026 primary election. Jim distributed documentation showing the current levy's annual revenue, projected revenue for various millages, and a 10-year projection of receipts, expenditures, and shortfall if the current funding model is sustained.

AM/EV moved to adopt a resolution requesting the Allen County Auditor to certify the current valuation of the library district in order to pursue a replacement levy at 1.0 mills, as outlined by the attached resolution language.

Roll: RB: yes; AM: yes; CP: yes; RS: yes; CS: yes; EV: yes; NY: absent.

Motion carried.

New Business

JH circulated a quote from a third roofing contractor. A fourth quote is expected. The board discussed next steps and will discuss further at the October meeting.

The meeting adjourned at 7:38pm. The next meeting will be Tuesday, October 28, 2025, at 6:30pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carrie Phillips". The signature is written in a cursive style and is positioned above a horizontal line.

Carrie Phillips
Secretary