

**GREENVILLE PUBLIC LIBRARY
FINANCE AND RECORDS COMMITTEE MEETING
Greenville Public Library
414 W Main Street, Greenville, IL 62246
Tuesday, December 4th, 2025
4:30 P.M.**

MINUTES

1. Call to Order: Chair Kyle Littlefield called the meeting to order at 4:32 pm.
2. Roll Call: Present – Kyle Littlefield, Amanda O'Regan, Cynthia Wiegand. Also present – Director Jo Keillor
3. Public Comments: There were none.
4. Matters for Committee Consideration:
 1. Track CD Maturities: The next CD matures in March 2026. The committee agreed to continue having the Finance Chair, the Board President, and the Director review and update maturing CDs.
 2. Review Internal Controls: Jo Keillor explained how the internal controls are set up for the daily income from fines, copier charges, and non-resident fees.
 3. Equalization Grant: Jo Keillor proposed a new position to be funded by the equalization grant. Amanda O'Regan motioned to approve and present it to the board at the next board meeting. Cynthia Wiegand seconded the motion. Approved 3-0.
 4. Employee 2026 Salary: After discussion, Cynthia Wiegand motioned to grant all part time employees a 3% raise beginning January 1, 2026. Amanda O'Regan seconded the motion. Approved 3-0. Amanda O'Regan motioned to provide a 5% raise to Library Director Jo Keillor and Head Librarian Christal Valentin beginning January 1, 2026. Cynthia Wiegand seconded the motion. Approved 3-0.
5. Old Business: Amanda O'Regan requested that the Director get a quote for Libby services to share with the Board.
6. New Business: No new business.
7. Adjournment: Cynthia Wiegand motioned to adjourn the meeting. Amanda O'Regan seconded the motion. Approved 3-0. The meeting adjourned at 5:15 pm.